RedLine Milwaukee Internship: Exhibition Intern

RedLine Milwaukee is currently seeking undergraduate or graduate students for an Exhibition Internship opportunity. This is an unpaid position with flexible hours (Tuesdays-Thursdays 9-5, Fridays and some Saturdays 10-3) and the opportunity to earn credit. To apply, please submit a resume and cover letter to redline.education@gmail.com.

Supervised by the Program Manager, the Exhibition Intern will be responsible for assisting and supporting RedLine Milwaukee with a variety of short- and long-term initiatives related to exhibitions. The Exhibition Internship duties and responsibilities are as follows:

**RedLine seeks an Exhibition Intern to assist the Program Manager with the following:**

- Assist Program Manager to implement strategies and channels for outreach.
- Assist in creation and distribution of marketing materials to RedLine Milwaukee members and visitors and engage with other arts organizations in the community.
- Assist in the preparation of upcoming exhibitions in order to develop knowledge of how an exhibition is created.
- Assist in the installation of exhibitions, learning preparation and installation techniques, spatial and practical standards.
- Assist with research to collect exhibition information on behalf of RedLine Milwaukee. Research subjects will include the current exhibition, future and potential exhibitions, current and alumni resident artists, upcoming exhibiting artists and visiting artists, and more. This research will aid in the development of new and engaging materials, prospective exhibitions, and programs.
- Greet guests during regular public hours, special events and openings. Encourage guests to visit all areas of RedLine, and answer questions about RedLine Milwaukee’s mission, programs, residency, exhibitions, events, and membership.
- Tally and record attendance, facilitate transactions via PayPal for catalog sales, ACCESS fees, classes and workshop fees, and assist visitors to sign up for monthly e-newsletters.

**Candidate Requirements:**

- Demonstrated commitment to the arts
- Excellent verbal and written skills and attention to detail
- Comfortable speaking in front of people
- Both self-starting and collaborative, especially with planning and implementing art projects
- Graphic design and marketing experience preferred but not necessary
- Experience in education with a focus in art, art history, or museum studies, with emphasis
- Currently pursuing a degree at an institution of higher learning on social justice a plus

RedLine Milwaukee, a 501(c)(3) non-profit organization. RedLine Milwaukee is an urban laboratory that seeks to nourish the individual practice of contemporary art and to stimulate the creative potential of the local community to which we are linked. Through residency, education, outreach and challenging exhibition programs, RedLine inspires and impacts new generations of cultural and civic transformers.