

ATENE0 ART GALLERY INTERNSHIP PROGRAM

The Ateneo Art Gallery is currently accepting interns! The museum's internship program is a good opportunity for students to understand and experience gallery work. Interns will be involved in working with the gallery staff and contemporary artists.

Exhibitions Management

- Work with the staff in preparing for the museum's exhibitions
- Assist the artist(s) and staff during installation
- Involved in the preparation of exhibition openings
- Assist in the egress of the exhibition
- Document the ingress and egress of the exhibition

Collections Management

- Provide assistance in the handling of artwork
- Document artworks in the exhibition and in the AAG collection
- Create bibliographic reference of the collection
- Digitize collections management files in preparation for the database

Education & Public Programs

- Conduct guided tours of the exhibition areas
- Collaborate in workshop planning and public program development
- Involvement in facilitating the museum's workshops and other public programs
- Document the museum's various programs

Marketing and Promotion

- Manage social media accounts of the museum [FB, Twitter, Instagram]
- Manage the Ateneo Art Gallery's website
- Assist in developing a marketing plan to increase the museum's visibility
- Promote upcoming exhibitions and events

Preferred Internship Hours: Monday to Friday, 9am to 6pm; Saturday, 9am to 12nn

Interns are required to complete a minimum of 100 hours of gallery work [minimum of 150 hours for art management students]. Work schedule must be at least twice a week, with a minimum of 9 hours per week.

Internships are unpaid. A certificate will be issued upon completion of the program.

Interested applicants may email their CV and application form to aag@ateneo.edu or contact Esty Bagos, Museum Education Officer at 426-6488.

ATENEO ART GALLERY INTERNSHIP PROGRAM
APPLICATION FORM

NAME:	
ADDRESS:	
MOBILE:	E-MAIL:
SCHOOL:	
ACADEMIC STATUS [DEGREE/MAJOR]:	NO. OF HOURS REQUIRED:
AREAS OF INTEREST/SKILLS:	
REASONS FOR APPLYING TO THE PROGRAM:	
DEPARTMENT / TASKS INTERESTED IN:	
PERIOD OF COMMITMENT [START AND END DATE]:	
PROPOSED WORK SCHEDULE [DAYS AND TIME]:	