

Media Internship Job Description

We are currently accepting applications and will begin interviewing asap, with an ideal start time of mid to late April. We are looking for a college undergraduate or graduate student. The internship will run for 7 months (mid to late November).

The PAR-Projects' Media Internship is an opportunity for a student to complete meaningful work spanning communications design, gallery exhibition organization, and performing arts event execution. Guidance and mentorship for this internship will be supported by both PAR- staff and two of PAR's current artist tenants.

Media responsibilities include :

- Creating graphics for print ads, digital promotion, and social media content.
- Photo and video documentation of exhibitions and events
- Supporting PAR-projects social media accounts.
- Creating Eventbrite, Facebook and Artswave promotional posts.

Exhibition and event responsibilities include :

- Assist with installing and de-stalling exhibitions
- Support events and oversee two Gallery Saturdays a month (11am–3pm).
- Share gallery and event tasks such as picking up donations, show cards, wall vinyl, and tool rentals.
- Flipping the gallery between shows and building of crates (with supervision when needed).

Commitment and compensation:

- This is a 16 hour per week role, with the schedule to be arranged in accordance with availability and the needs of PAR-Projects. Community event and gallery exhibition dates will be shared during the interview process to ensure availability for these parts of the internship responsibilities.
- \$1140 monthly stipend

Please email any questions or submit your application by sending your resume + cover letter + work samples (please call-out your specific project contributions for any group work) to connect@parprojects.org.