

Ateneo Art Gallery Internship Program

Application Form

Name:

Address:

Telephone:

Mobile:

E-mail:

Date of Birth:

Academic Status [Degree/Major]:

School:

Areas of Interest/Skills:

Reasons for applying to program:

Department/Task(s) interested in:

Period of commitment [Start and End Date]:

Proposed work schedule [Days and Time]:

ATENEO ART GALLERY INTERNSHIP PROGRAM

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

Temporary Exhibitions

- Work with staff in preparing for the gallery's temporary exhibitions
- Assist the artist[s] and staff during installation
- Interns will be taught how to fill condition report forms
- Involved in the preparation of exhibitions' opening and ArtSpeak
- Assist in the egress of the exhibition
- Document ArtSpeak

Permanent Exhibitions [Collections Management]

- Provide assistance to handling of artworks
- Interns will be taught how to fill condition report forms
- Learn to curate the Permanent Exhibitions area
- Create bibliographic reference of the collection
- Digitize collections management files in preparation for the database

Education

- Conduct guided tours of temporary exhibitions and permanent collections area
- Collaborate in the planning of workshops for the gallery
- Promote upcoming workshops
- Involved during workshops

PR and Marketing

- Manage social media accounts [Facebook, Twitter, Instagram]
 - Announcements and promotions of upcoming and current events

- Documentation and promotion of event during the event itself
- Manage the Ateneo Art Gallery website
 - Archive the Permanent Collections
 - Update the site's upcoming and current exhibitions, ArtSpeak, etc.
 - Update the Ateneo Art Awards page
 - Manage Press Releases and News items

Ateneo Art Awards

- Work with staff in preparing for the Ateneo Art Awards
- Interns will be taught how to fill condition report forms
- Provide assistance to the nominated artists and staff during installation [for the judging period at the gallery, exhibition in Shangri La Plaza, and exhibition in the gallery]
- Involved during the awarding ceremony

Interested applicants may email their application forms to aag@ateneo.edu or contact Ferdie at [632] 426.6488. Interns are required to complete a minimum of 100 hours of gallery work which can be completed in 12 weeks with a minimum of 8 hours per week. Gallery hours are Monday to Saturday [closed on Sundays and holidays], 8am to 7.30pm [6pm on Saturdays]. Internships are unpaid. A certificate will be issued upon completion of program.