



Rush Arts Gallery & Resource Center—a Chelsea-based, not-for-profit art space with a focus on emerging artists working in new media—seeks three interns to fill the following unpaid internship positions part-time (20 hours/week) for credit only:

1. Production Intern with graphic design and arts administration experience. Will assist the Associate Curator with layout of exhibition catalogues, invites and press releases and will have a good grasp on how to disseminate key-information within the design layout. Will also have an attention to detail and assist with the curatorial administration that goes into the production of each exhibition including label making, mailings, event production and checklists.

Candidate will accompany Associate Curator on studio visits and graduate the internship having learned how to coordinate a large-scale exhibition in a not-for-profit space and will acquire the necessary skills in arts administration, coordination and production.

2. Editorial Intern with advanced copyediting and proofreading skills and preferably and Art History background. Will assist the Curatorial Director, Associate Curator and Production Intern in preparing files (essays, press write-ups, artist statements, CVs, and biographies) for press and web and will work on an ongoing project to update the Rush Philanthropic websites across the board. www.rushphilanthropic.org.

Candidate will sit in on meetings and conference calls with the Associate Curator to learn more about Rush Philanthropic Arts Foundation and its mission so that the writing he or she offers will be well researched and founded in the organization's history. Candidate will be the liaison between all of the Rush Philanthropic core programs and graduate the internship with an expansive understanding of the field of arts writing.

3. Archival Intern to assist with the archiving of exhibition documentation and copy for in house storage and for web. Will go through the 11 years of exhibition folders and prepare image files for web and archive essays, press releases and invitations through a system that the intern develops with the Associate Curator and Production Intern. Attention to detail is a must and a candidate with an interest in not-for-profit exhibition spaces and who can work Saturday's is preferred.

Candidate will work with the Curatorial Director to go through our archive and will learn about the gallery's history as well as the methods to successfully piece together an exhibition history in both a visual and written language. Candidate will get to communicate with past exhibiting artists regarding their practice and will graduate the internship with direct hand in the Rush Arts Gallery website as it is the Archival Intern's image selection and write-ups that will be presented on the website.

For more information regarding Rush Arts Gallery, please visit www.rushartsgallery.org. To apply, please send resume and letter of interest to Nico Wheadon, Curatorial Director: nwheadon@rushartsgallery.org.

Rush Arts Gallery promotes the work of a diverse group of artists primarily living and working in New York and the surrounding areas. Concurrent with its efforts to support a unique constellation of creative practices—a constellation broadly defined by experimental ventures in performance, visual art, curatorial work and community involvement—Rush Arts aims to provide an inclusive space for new audiences and broaden the parameters of the artistic community at large. Rush Arts is a core program of the Rush Philanthropic Arts Foundation, a non-profit organization founded in 1995 by brothers Russell, Danny and Joseph Simmons that is dedicated to providing urban youth with significant exposure and access to the arts, as well as providing exhibition opportunities to emerging and mid-career artists who are not commercially represented. All exhibition programs are headed by Nico Wheadon, Curatorial Director, and the exhibition and education programs of the gallery are sponsored in part by a grant from the New York State Council for the Arts and are free and open to the public