**Jacob Lawrence Gallery — Internships**

**Gallery Assistant Lead**

Manages the schedule of all other interns, trains new interns, oversees gallery operations, and assists in the production of exhibitions and programming. This position requires flexibility, leadership, and the ability to collaborate. Only available to those who have interned at the gallery for at least one quarter.

**Curatorial**

Assists with the research and production of exhibitions from conception to realization. They work closely with the Director on the exhibition and event schedule, conduct research on artists, author didactic materials, and participate in related tasks.

**Social Media**

Oversee all aspects of the Gallery’s social media presence (currently Instagram and Facebook). Facility with social media platforms is required, as well as an interest in current trends in social media usage. This intern will on occasion coordinate with the School of Art + Art History + Design social media managers for larger, school-wide initiatives. Some evening and weekend hours are required.

**Graphic Design**

Responsible for creating a visual identity for all exhibitions and programs at the Gallery, including posters, exhibition graphics, brochures, and signage. This position also designs and produces the Gallery's biannual journal, *Monday*. Occasionally will be asked to produce catalogs and materials for social media.

**Journal**

Act as a managing editor for the Gallery’s biannual journal, *Monday*. The journal intern will create timelines and enforce deadlines, receive and organize files, set meetings leading up to the publication of the journal, and take minutes at each of the meetings.

**Wikipedia Fellow**

Oversees the Gallery’s commitment to artists, critics and curators of color by spearheading quarterly Wikipedia Edit-a-thons as well as researching and editing Wikipedia for artists of color. The Wikipedia Fellow will also make recommendations for books to be acquired into the Jacob Lawrence Research Library. This fellowship is supported by Wikipedia.

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