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# School of Planning, Public Policy and Management

# Internship Posting Form

Use tab or arrow keys to move between fields.

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| Term of Internship: Internships are offered each quarter. Students who want to receive academic credit must secure their internships in the term prior to the start of the internship. You may submit a posting at any time. The date in parenthesis indicates your deadline for submitting a posting that would be eligible for academic credit. Indicate the academic term(s) or “ongoing” if the internship is continually available. |
| Fall (Aug. 15)  Winter ( Nov. 1)  Spring (Feb. 1)  Summer (May 1)  Ongoing |

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| Organization Information | |
| Name of Organization | Oregon Supported Living Program, Arts & Culture Program |
| Street Address | 309 W. 4th Ave. #100 |
| City, State Zip Code | Eugene OR 97401 |
| Web Site | www.artsandcultureugene.org |

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| Contact Information | |  |
| Site Supervisor | Mija Andrade | |
| Title | Arts & Culture Program Director | |
| E-mail Address | mandrade@oslp.org | |
| Phone | 541-636-3119 | |

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| Description of Organization: Brief summary of organization or work unit. |
| For over 40 years Oregon Supported Living Program has empowered adults with intellectual and developmental disabilities by providing person-centered residential, vocational, supported living and arts programs. The OSLP Arts & Culture Program breaks down barriers to participation in the arts for people of all abilities and builds bridges to a more diverse and inclusive community. Through diverse and inclusive classes and workshops, on-and-off site exhibitions, mentorships and unique community collaborations, the organization reflects the values of inclusion, opportunity, creativity, collaboration, professionalism and independence. |

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| Internship Position Title & Number of Openings | |
| Position Title:      Gallery Assistant Intern | Number of Openings: 1 |

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| Pay: Indicate if internship is paid. If so, please state the hourly wage or stipend. | | |
| Yes | Hourly Wage: | Stipend: |
| No x | | |

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| Hours: The academic term is 10 weeks. Note: A minimum of 9-12 hours/week is necessary to support student academic credit requirements. |
| Anticipated hours/week:      approx 10 hours per week |

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| Internship Description: What will the student learn? That is, what will the student be able to do by the end of the internship period? What transferable skills will the student develop? What activities, responsibilities, and tasks will support student growth in developing skills and knowledge? If the internship involves a project, describe type and scope. In what ways will the student to be mentored and supervised during the internship? Please indicate if travel is required. Note: A 9-12 hour/week internship equates to 2-3 weeks of full-time work (90-120 hours total during a 10-week academic term.) When identifying tasks and responsibilities, consider how much a student can successfully accomplish during the time span of the posted internship opportunity. |
| This internship is a good opportunity for someone who wants to learn the basics of project management, specifically through gallery and exhibition management. The student will work onsite with our Arts & Culture team and learn to do the following: prep the space for exhibitions, prep and install artwork, inventory artwork, prep for and attend special events/receptions, work with clients/artists, process ~~arts~~ sales and manage ~~exhibition~~ data in our Customer Relationship Management (CRM) database.  Internship schedule will be structured to accommodate student’s school and work schedule. Student will work with our 3 person team and report to the Arts & Culture Program Director.  By the end of the internship, the student will have gained some basic experience in project management by maintaining visual arts exhibitions and gallery management. The student will be introduced to Salsa Labs CRM and learn to track data related to gallery exhibitions. During 10 weeks, the student will have the opportunity to experience our project management process through the complete cycle of one of our gallery exhibitions.  The position can be completed for one or more terms per mutual agreement by the student and supervisor. |

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| Qualifications: Describe the general knowledge and skills required. Note any preferred skills. |
| **General knowledge and skills required**:  Familiarity with CRM’s or donor databases  Basic knowledge of Microsoft Word and Excel  Basic oral and written communication skills  Ability to work well with a team and independently  Background check required |

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| PPPM Preference: Is this internship open to PPPM students only? | |
| Yes:  No: X | |
| Student Application Procedure & Deadline | |
| X E-mail cover letter and résumé to site supervisor | Application Deadline: **December 6, 2019 for first review for Winter 2020. Open until filled**. |
| Other: |  |