

PAID GALLERY INTERN

Crown Point Press, founded in 1962, focuses on the art of etching. We invite artists from all over the world to make etchings in our studio, which we then exhibit and sell in our gallery. Our gallery, bookstore and studio are located in an historic building across the street from the San Francisco Museum of Modern Art and we are open to the public Monday through Friday. Although Crown Point's main activity is our print publishing program, we also hold summer etching workshops, and have published books detailing the etching process. 2022 marked the 60th anniversary of the Press. For more information about the press and its history, visit our website: www.crownpoint.com

Description of position:

Crown Point Press is offering a 3-month paid internship beginning in February 2023. This is a full-time position. The work schedule is Monday through Friday from 9:00 to 5:00. The intern reports to the director and may also provide administrative support to the founding director, business manager and registrar. This position is non-exempt. The salary range is \$24-29 per hour, commensurate with experience.

The gallery intern sits at the front desk and is the visitor's first point of contact. The candidate for this position should enjoy working with people; have a polished appearance and friendly demeanor; have a genuine interest in contemporary art and a desire to learn the everyday operations of a commercial gallery. Beyond the practical experience of working in a gallery, the internship provides the opportunity to learn about the art of etching.

Primary responsibilities:

Reception area

- Answer the phone and greet visitors in a friendly and professional manner
- Answer general questions, or direct inquiries to the correct staff member
- Receive deliveries
- Give tours of the studio

Gallery area

- Provide sales support to director: prepare digital image presentations, research new contacts
- Assist director with exhibitions: create checklists and wall labels, clean framed prints, install and deinstall shows, spackle and touch up paint on walls
- Write press releases and occasional web-based text with the guidance of the director and final editing by the founding director
- Maintain artist files: update biographical information, copy and file new articles from art magazines, newspapers, social media and websites
- Data entry in art portals: Artsy, Artnet, ArtBinder
- Keep the two print showrooms orderly and presentable with clean, labeled frames
- Administrative duties: file client invoices, update the price list, take minutes at staff meetings

Bookstore area

- Open and close cash register each day, run daily reports
- Sell bookstore items to visitors
- Write short book reviews for promotion on social media and our online bookstore
- Track inventory, ensure the bookstore is stocked, research new titles
- Display bookstore items in an attractive manner, keep bookstore clean

The intern will need proficiency using PCs, working knowledge of Microsoft Word and Adobe Acrobat, and familiarity with social media platforms Facebook and Instagram. Strong writing and communication skills are required. Retail experience is a plus.

Application Instructions:

Send a cover letter, resume and writing sample to info@crownpoint.com

*Per our COVID protocols, the intern must be vaccinated and boosted