

## THE LUMINARY



**The Luminary has a year-round internship program for students, recent graduates and others interested in areas as diverse as curatorial practices, arts research & writing, public programs & community engagement, marketing & communications, and administration & development.**

As part of a small organization, interns gain invaluable insight into the day-to-day workings of a contemporary arts non-profit that hosts exhibitions, residencies, programs & events, and community space. In addition to working on meaningful, engaging projects on-site with The Luminary's staff, interns partake in the research and development of their own projects with support & feedback from their supervisors.

We are seeking 4-6 interns for the 2022 calendar year. Internships at The Luminary will now be generalized to encourage a diverse applicant pool and support the goals of a wider variety of learning opportunities; direct intern assistance is sought in the following

areas: Communications, Public Programs & Events, Community Engagement, and Arts Administration & Development.

**Internship Dates and Details:**

We find it might be beneficial for some applicants to have extended periods of time with us to strengthen their understanding of our organization and its operations, and to develop skill sets that require more than our standard, 10-week period. Applicants may propose their desired internship focus & length and corresponding stipend depending on their personal needs/interest:

**Spring** (10 weeks): \$1000 stipend

**Summer** (10 weeks): \$1000 stipend

**Spring/Summer** (20 weeks): \$2000 stipend

**Full Year** (30 weeks): \$3000 stipend

**Schedule:** 15 hours per week, to be scheduled as two days that fall on Wednesday through Saturday. with time off for observed Holidays and organization-wide closures.

**Application Deadline:** Feb 17, 2022 at 11:59 PM CST

**Experience and Expectations:** Previous art institution experience or formalized education is not required, but applicants should have a demonstrated interest in art, arts writing and publishing, public programs, event planning and coordination, non-profit organizational development & strategy, community engagement, social media strategy & communications. Applicants should be independent yet collaborative, dependable, organized, and passionate.

**To apply:**

- Please apply by uploading your resume and cover letter to the form [here](#). **Clearly state in your cover letter which area of**

**interest you are applying with and the proposed duration of your internship.** You may apply for more than one area of focus if you are interested in a longer internship.

- Submit all materials as a single PDF, file naming convention: Last Name\_First Name\_2021 Summer Internship.pdf

If you foresee any accessibility barriers with applying for these internships, please contact Kalaija Mallery ([kalaija@theluminaryarts.com](mailto:kalaija@theluminaryarts.com)) for accommodations.

### **Possible Duties & Responsibilities**

- One or more of the 2022 interns will work with The Luminary's Programs & Operations Manager to support the development, planning and execution of our major fundraising event and art auction, Lot 49, which is scheduled to take place in September. Responsibilities may include researching and assisting the building of an artist roster and vendor list, managing artist and donor invites, coordinating and supporting the setup and installation of the event, and acting as an overall liaison to the community surrounding this event. It is strongly preferred that this internship is a year-long, and will accompany other responsibilities relating to event management and coordination in the institution. Skill sets include: knowledge of Google's applications, strong organizational and writing skills, creative problem solving, and general enjoyment of working with and for people.
- One or more of the 2022 interns will work with The Luminary's Gallery Director to draft copy and coordinate the sending off of the organization's communications on all platforms, which includes social media and our newsletter, as well as submitting events to partnered organizations' calendars and networks. They may work with our designer to ensure knowledge of our programs and events have the widest reach possible, while targeting audiences specific to each channel. Skill sets include: excellent written skills with ability to utilize a multitude of voices to accommodate a range of platforms, knowledge of social media accessibility standards (alternative text and image descriptions), and strong interest in marketing management & strategy.

- One or more of the 2022 interns may work with The Luminary's Programs & Operations Manager to support the in-house bookshop and workspace, KNOW/HOW: books + print. Responsibilities include assisting the Manager in ordering/receiving inventory, visual merchandising and the shop's social media, coordinating a small series of events taking place in the shop, and learning more about the nature of small-press publications and communal spaces within arts organizations. Ideal candidates will have previous experience in a small business or retail environment, interest in visual and critical printed matter, and a passion for humble gatherings.
- One or more of the 2022 interns will work with The Luminary's Gallery Director to offer administrative support for the 2022 residency and programs, which includes *Process-as-Practice*, The Luminary's 2022 year-long residency and exhibitions. Responsibilities may include curatorial research, writing and editing copy for various projects, engaging in creative brainstorming and project management, and managing the gallery's calendar. Skill sets include: Knowledge of Google's applications, strong organizational and writing skills. A background in research methodologies is desired but not required.

***All 2022 interns will gain additional experience by proxy in the research, planning, and execution of exhibitions, installations, public programs, and fundraising while working for and learning from an active non-profit arts organization. In addition to leading their own projects and individual responsibilities, we ask that each intern attend the front desk for two shifts per week.***

#### About [The Luminary](#)

The Luminary is an expansive platform for art, thought and action. Since its inception The Luminary has been a home for exceptional art that engages the pressing issues of the present. Through an active roster of exhibitions, residencies, performances, publications and gatherings, we act as a point of convergence for diverse publics. We cultivate thoughtful platforms for exchange, support forward-moving art and ideas, and attempt to model a more

equitable and interconnected art world as an institution of our time.

About [KNOW/HOW: books + print](#)

KNOW/HOW is a bookshop located inside of The Luminary that houses large and small press editions of artist books, poetry, fiction, dissent, cultural work and criticism. KNOW/HOW stocks publications & printed matter from presses and individuals around the world, available to purchase in person and online. The physical shop, which opened in June 2021, offers work and gathering space to support bookmaking and reading in conjunction with Black Coffee.; it actively hosts readings, workshops, screenings and other events for the community on a rotating basis.