

Graham Foundation

Gallery Intern (*Internship, part-time*)

Founded in 1956, the Graham Foundation for Advanced Studies in the Fine Arts fosters the development and exchange of diverse and challenging ideas about architecture and its role in the arts, culture, and society. The Graham realizes this vision through making project-based grants to individuals and organizations and producing exhibitions, events, and publications.

The Graham Foundation is the largest private funder in the field of architecture in the country, making grants nationally and internationally to individuals and organizations. Project-based support extends to books, exhibitions, installations, exhibition catalogs, films/videos/new media projects, as well as individual research projects. The Foundation produces three major exhibitions per year and a host of public programs including lectures, performances, panel discussions, and receptions that engage contemporary work and issues in architecture.

Since 1963, the Graham Foundation has been located in the Madlener House, a 9,000-square-foot turn-of-the-century Prairie-style mansion located in the historic Gold Coast neighborhood of Chicago. The Graham is also home to Chicago's only architectural bookshop offering a selection of publications from an international roster of publishers, as well as an extensive collection of local and international periodicals on architecture, urbanism, art, and related fields.

This internship is ideal for a student interested in going to graduate school in architecture, architecture history and theory, art history, or related fields and/or developing a career at a foundation, non-profit, or arts and cultural institution.

The intern will gain knowledge of operations at a nonprofit arts and culture institution including grantmaking, the production of exhibitions and public programs, and archiving. The intern will also learn about a diverse range of current and past projects in architecture and related fields and help promote the foundation's rich history of funded projects.

Prior Graham Foundation interns have gone on to work in art and architecture museums, historic house museums, publishing, media and communications, and architecture firms.

Key responsibilities of the intern could include:

- Providing the first point of contact for visitors during gallery hours ensuring that gallery visitors are always greeted with an informative and warm welcome and that any questions they have about the Graham Foundation's exhibitions, public programs, grantmaking, history, landmark historic building, and identity are answered during the course of their visit.
- Supporting efforts to promote and communicate the foundation's programs to the public, including helping maintain the foundation's mailing lists and directory profiles, updating online and print listings, distributing material, communicating

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programs via social media, and maintaining programs-related content on the foundation website.

- Assisting with the processing and promotion of grantee work products, such as books, exhibition catalogues, and research reports.
- Contributing to the foundation's grant history project by working alongside the research team to process and digitize elements of the foundation's historical files.
- Staffing occasional day, evening, and weekend events. Entails interacting with visitors, giving tours, and teaching guests about the Graham Foundation and its programs.
- Assisting with daily operations of the Graham Foundation Bookshop.
- Administrative tasks including answering phones, taking messages, and sorting and distributing mail.

Qualifications:

- Students with a general knowledge of or interest in the field of architecture, art history, humanities, or related fields are encouraged to apply.
- An interest in the work of a foundation, non-profit organization, cultural institution, libraries or archives.
- Outstanding attention to detail, ability to do careful, self-verified work, and do precise data entry.
- Strong organizational skills and ability to prioritize multiple and diverse tasks.
- Initiative and ability to work independently.
- Excellent verbal and written communication skills, including interpersonal and public speaking skills.
- Knowledge of Microsoft Office programs and general experience working in databases.

As a landmark, historic house, the Madlener House has limited accessibility. The intern must be able to climb three to four flights of stairs.

Start date: Immediately

Work schedule: Flexible. Gallery hours are Wednesday-Saturday.

Interns work 2 days per week 10:00am – 6:00pm, and regular evening events.

Compensation: Unpaid for 3 months, with possibility of developing into a paid position

If interested, please send one PDF containing a resume, cover letter to info@grahamfoundation.org with the subject line: Gallery_Intern_Name. Candidates for interviews will be contacted by email.

The Graham Foundation is an Equal Opportunity Employer interested in continuing the growth and diversity of its staff.