



ART MANAGEMENT INTERNSHIPS ABROAD

Internship Opportunities Abroad in Dublin, Florence, London,
& Paris

Prepared by: Emily TahaBurt, Admissions Counselor

ART MANAGEMENT: DUBLIN, IRELAND

Museum Internship for Interns with Big Ideas!

This recently founded, multi-award winning museum chronicles life in Dublin in the 20th Century - social, political and cultural history - through an unusual and vast collection of photographs, objects, letters, art and other ephemera. Internship Tasks:

- Developing the education program
- Supporting of archival projects
- Making recommendations in respect to 'best practices' with conservation and preservation
- Assisting in fundraising and lobbying
- Completing Public Relations tasks
- Managing all marketing platforms
- Overseeing tours of the museum (when needed)

Art Gallery in Dublin

One of Ireland's leading contemporary art galleries, representing some of the most accomplished and exciting artists working in the country today are looking for a dynamic intern to assist in front of house admin duties and expanding gallery's social media presence. Opportunities exist to visit other galleries and meet other artists. Gallery host eight solo and two curated group exhibitions annually at its gallery space in Dublin's city centre. Exhibitions are documented in gallery publications ranging from brochures to hardback books. Intern tasks may include:

- Assisting with social media (Facebook/Twitter and Pinterest)
- Meeting and greeting clients and visitors to the gallery
- Answering questions of the artworks on view
- Researching tasks

Art Gallery Assistant Internship

Situated in the heart of Dublin's contemporary visual art scene, this dynamic gallery offers space for artists and other design exhibitions. Intern tasks may include:

- Assisting with daily operations of gallery
- Contributing to website content
- Aiding with graphic design projects
- Helping with catalogues for local museums



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Dublin Museum

This company collects, preserves, and exhibits art to foster associated skills in Ireland. The intern will be working in the front of house and working on a specific project or projects. Potential projects could fall within categories such as marketing, social media, collection management/documentation, assistance with exhibitions, greeting visitors, helping with educational workshops/programs.



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ART MANAGEMENT: FLORENCE, ITALY

Placement within Art Gallery

This is a contemporary art gallery situated in the historical center of Florence. The gallery was born out of the shared passion and enthusiasm for the arts of Angela Fagu and architect Riccardo Piagentini, for whom Florence and Contemporary Art does not represent two antithetical extremes. On the contrary, through the works of high-level international artists, they give rise to new dialogues between reflection and criticism, art and thought, art and life, which is especially interesting in the historic center of Florence. The wide and bright exhibition spaces of the gallery are designed to enhance the artwork and to offer to visitors, collectors and art lovers unforgettable aesthetic experiences and cultural travels avant-garde. Roles and responsibilities include updating social media, helping with exhibition opening, assisting the curator during meetings with clients, preparing lookbooks and reports, participating in art events in the gallery, doing research to discover new artists, contacting client by mail and phone to discuss possible opportunities.

Internship Opportunity with Public Museum

This Museum's goal is to conserve and enhance the city's art heritage, making it available for public enjoyment in the broadest and most democratic manner possible. This museum is made up of a wealth and exceptional variety of collections mostly housed in ancient buildings: the Museo di Palazzo Vecchio, Santa Maria Novella, the Fondazione Salvatore Romano in the refectory of Santo Spirito, the Museo Stefano Bardini, Forte di Belvedere and more. Roles and responsibilities include helping in the management of the Museum, editing and updating the web content for the Museums, assisting the management staff during the and organization of art exhibitions, assisting curators during art exhibition opening researching works of art in the museum and creating various forms of content (from posts on social media to leaflets) about the artwork.

Internship Opportunity in the Florentine Art World

This art gallery and cultural hub was founded in 1956. Since the beginning, the gallery has been a space for modern and contemporary art, specializing in painting and graphics by international and local Florentine artists. Roles and responsibilities include helping organize art exhibitions, contacting the artists, writing art articles, updating social media and creating exhibition materials

Placement within Art History Library



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This library, founded in the 1800's, conserves numerous manuscripts from the collections of the Florentine museums. They became specialized in art history to respond to the demands of study and documentation of the related museums. Working hand in hand, the library and the museum store, preserve and catalog a vast collection of priceless documents. Tasks include, but are not limited to: cataloging historical literature and conducting research using the museum's special system.



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ART MANAGEMENT: LONDON, ENGLAND

Exciting Position at a London Museum

This museum explores one of the first public art galleries. The museum is home to one of the most prestigious and expensive collections with hundreds of paintings worth more than 50 million dollars collectively. This internationally important collection of materials celebrates the ways in which artists of all disciplines have helped improve children's lives for over two hundreds years through a dynamic program of exhibitions and events. Intern tasks include, but are not limited to:

- Stewarding in the Museum's historic rooms and answering visitor enquiries.
- Assisting with reception duties including selling tickets and shop items.
- Undertaking visitor research.
- Collaborate with the visitor engagement team as well as other departments assisting with assignments that vary and depend on current exhibitions, projects, and events.

Museum Placement for History Buffs

In the heart of London, this museum is one of the world's only remaining homes of one of the world's most famous scientist, diplomat, and inventors the world has ever seen. It was built in the early 18th century, it is today a dynamic museum and educational facility. The house provides free, active cross-curricular learning activities for primary and secondary school groups as well as tours and visits for adults. Intern tasks include, but are not limited to:

- Supporting the Front of House and Marketing Supervisor, Education Manager and the Operations Manager on a variety of special assignments, from marketing to the organization of educational events.
- Writing articles to support marketing and earning activities
- Supporting general museum operations.

Urban Museum Placement

A free, family and community-focused museum with designated collections in anthropology, musical instruments and natural history. They also have an aquarium, over ten acres of gardens, a library and an education centre with a large handling collection. Interns may be working in one of a variety of areas, including learning, collections management, the library, exhibitions and volunteer management. Interns will be in a generalist role working with archives and helping the volunteer coordinator in museum operations. Intern tasks include, but are not limited to:

- Supporting object handling with children and families.



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- Facilitating family interaction with displays.
- Measuring, marking, packing and locating objects.
- Undertaking research and evaluation.
- Organizing information to the collections database.
- Providing assistance with program coordination.
- Supporting exhibition planning.



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ART MANAGEMENT: PARIS, FRANCE

Gallery Internship in Paris

This gallery is a space of free thought to see and observe, that of an essential freedom. A unique space in Paris, the gallery is filled with timeless, beautiful art for all. Roles and responsibilities would include inventory art, work on marketing materials and promote the gallery via various routes, host any English and Spanish speaking clients that may come into the gallery and help them set up exhibitions in different capacities, building displays, additional tasks will be added based on intern's interests and company's needs.

Art Gallery Management in Downtown Paris

This placement is within a gallery that hosts a huge variety of artists and events. The intern will get to prepare for new art reviews, organize an exposition of young artists in Deauville, create brochures, visit artists, send out invitations, help with art openings, correct English, choose pictures for magazines and a number of other tasks. Interns will truly immerse themselves in the Parisian art world. Roles and responsibilities include preparation of a new art review, organize an exposition of young artists, create brochures with QuarkXpress, prepare their contracts, format works for a website; visit artists, send out invitations, help with art openings, correct English, create database with library addresses, internet research, telephone, mail and order office supplies.

Placement in Gallery

This position is within an excellent gallery with a wonderful reputation, in a great area of Paris. They have hosted numerous interns over the past 10 years and who exhibits the greatest international artists since 1946. Roles and responsibilities would include customer reception, documentation, framing works of art, information to customers and preparation of exhibitions.