Founded in 1977, the Cultural Center is a non-profit art space located in an 1831 National Historic Landmark designed by Minard Lafever in Staten Island, NY at the Snug Harbor Cultural Center & Botanical Garden. The Newhouse Center for Contemporary Art is dedicated to presenting local and international emerging and mid-career artists working in a variety of media. For more information, please visit www.snug-harbor.org.

Internship opportunities are available to college students and young professionals interested in arts administration, development and curatorial practices. The Visual Arts program presents 10 - 15 exhibitions each season and numerous public programs such as lectures, tours and performances. In general, interns learn about the day-to-day operations as well as the role of cultural organizations in society. Working under the supervision of one of the Visual Arts Program’s staff, interns are exposed to the following aspects of arts administration:

- museum and curatorial studies
- exhibition design, production and literature (catalogues/wall text)
- artist studio visits
- the care and handling of art
- marketing and promotion
- fundraising, development and donor cultivation
- admission services and community relations

Internship projects are assigned based on needs and sometimes require specific skills.

Eligibility: Internships are open to college/university students and recent graduates of art, art history, museum programs, curatorial studies and/or development.

Applications are reviewed on an ongoing basis. Select candidates will be contacted to arrange interviews. The initial interview is conducted over the phone. Based on the phone conversation you may be contacted to arrange a convenient date and time for an in-person interview.

CONTACT FOR APPLICATION: newhouse@snug-harbor.org
VISUAL ARTS PROGRAM - INTERNSHIP APPLICATION

Date
Name
School
Address
Tel
Email

**Employment History** (including volunteer, intern and paid positions)

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Employer</th>
<th>Address</th>
<th>Supervisor</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**References**

1. Name ___________________________ Affiliation/Company ___________________________
   Contact Tel: ___________________________ Email ___________________________

2. Name ___________________________ Affiliation/Company ___________________________
   Contact Tel: ___________________________ Email ___________________________

**Interests / Hobbies**

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

**How did you learn about Snug Harbor?** ____________________________________________

**Why would you like to intern in the Visual Arts Program at Snug Harbor?** ____________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

If available, please also send your resume with this application.

**Dates and Times available**

<table>
<thead>
<tr>
<th>SUN 12noon</th>
<th>MON CLOSED TO PUBLIC</th>
<th>TUES CLOSED TO PUBLIC</th>
<th>WED 12noon</th>
<th>THUR 12noon</th>
<th>FRI 12noon</th>
<th>SAT 12noon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Programs 5pm</td>
<td>CLOSED TO PUBLIC</td>
<td>CLOSED TO PUBLIC</td>
<td>5pm</td>
<td>5pm</td>
<td>5pm</td>
<td>Public Programs 5pm</td>
</tr>
<tr>
<td>Exhibition Receptions 6-8pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please email or mail your application to: pgrenier@snug-harbor.org -or- Patrick Grenier, Director of Visual Arts / Snug Harbor Cultural Center / 1000 Richmond Terrace / Staten Island, NY 10301

Thank you!