



Clarke Art Consulting  
P. O. Box 4092  
Glen Allen, VA 23058  
(804) 908-1210

## CLARKE ART CONSULTING

Art News • Art Procurement • Art Awareness

### INTERNSHIP APPLICATION

The mission of Clarke Art Consulting is to promote art appreciation within the minority community, to inspire and assist with the process of art collecting, and to provide artists comprehensive, career consultation. It is through these three services—education, collection, and management—that Clarke Art Consulting seeks to assist minority artists and the community at large so that artists will have the resources and promotion necessary to further their artistic abilities and to showcase their art.

Clarke Art Consulting offers part-time internship positions to college students for non-credit. *No stipends are provided, and no minimum hours are required.* Undergraduates must have completed their freshman year to apply. We currently offer year round internships to qualified students interested in gaining hands-on experience and resume-building skills in the following areas:

- curate art exhibitions
- installation and deinstallation of art
- art administration
- marketing and public relations
- artist relations
- blogging (pertaining to visual art)

To be considered for an internship, applicants must mail a completed internship application along with a resume to:

Attn: Internship  
Clarke Art Consulting  
P.O. Box 4092  
Glen Allen, VA 23058

Or email to [info@clarkeartconsulting.com](mailto:info@clarkeartconsulting.com) and type "Internship" in the subject line.



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INTERNSHIP APPLICATION

**Section 1: Personal Information**

Full Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_

Current Street Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: Home(\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Do you own a car? [ ] Yes [ ] No

**Section 2: School Information**

Name of University/College: \_\_\_\_\_

Academic Year (Must have completed freshman year):

[ ] Sophomore [ ] Junior [ ] Senior [ ] Graduate

Degree and/or major: \_\_\_\_\_

Do you have prior work experience related to museum / gallery operations? [ ] Yes [ ] No

If you answered yes, please provide a brief description of your work experience.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 3: Times Available to Work**

Day	Times Available
Monday	AM - PM
Tuesday	AM - PM
Wednesday	AM - PM
Thursday	AM - PM
Friday	AM - PM
Saturday	AM - PM

**Section 4: Check Area(s) of Interest**

- Artist Relations
- Marketing and Promotion
- Blogging
- Framing
- Education
- Installation and deinstallation of art
- Event Planning
- Office Administration

**Section 5: Skills**

- Project Management
  - Writing
  - Social Media Networking
  - Public Relations
  - Client Services
  - Art Framing and/or Installation
- Computer Skills:  Mac  PC  Word  Excel  Photoshop  Adobe Acrobat

**Section 6: Referral**

How did you hear about our internship?

- Our Website
- Facebook
- Linked In
- Craig's List
- Prudence Knows
- Twitter
- Other \_\_\_\_\_

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Thank you for your interest in an internship with Clarke Art Consulting.