If you want to learn, gain experience & exposure while in college ...ISC is the place for you! Apply now and be a part of the TEAM!

The International Sculpture Center, Inc (ISC) offers a limited number of internship opportunities for students and artists interested in one of the following areas and with program specific projects:

- Enrollment is continuous, (although four-month or full-semester sessions are preferred)
- Participants will be provided a stipend
- Interns receive a free ISC membership or a one year subscription to Sculpture magazine
- University credit may also be available through participating institutions

Departments looking for interns:

- **Advertising**: Assist the Publishing Coordinator to meet monthly advertising goals for Sculpture magazine.
- **Arts Administration**: Provide support to the Executive Director and Associate Manager. Duties include general clerical, research, preparation of board materials and project based work.
- **Conference & Events**: Assist with the planning, organization, and marketing for conferences and special events.
- **Membership Programs**: Assist in the coordination and execution of major education programs and awards and assisting in expanding the Resource Directory, a collection of searchable pages on our website. They display information on galleries, museums, sculpture parks and gardens, local sculptor groups, business offering services to sculptors, and more.
- **Membership Services**: Assist the Membership & Subscription Manager in the coordination, and execution of tasks involved in the recruitment and retention of members and subscribers. Interns will also assist with the research, development and promotion of various aspects of the member benefits and services.

Requirements:

- At least 2 days per week for four months or a full-semester, 4 to 6 hours per day
- Highly motivated, detail-oriented, and comfortable within a professional office environment.
- Perform in the same professional manner as would an employee that is to maintain regular working hours, punctuality, appropriate conduct and dress.
- Prior experience with Microsoft Word and Excel, Outlook, Adobe Photoshop and Illustrator, and knowledge of social media platform is preferable.
- Previous experience in a non-profit a plus

To Apply:

Please send resume and cover letter to officemanager@sculpture.org.

*International Sculpture Center is an Equal Opportunity Employer. Applicants are considered for hire without regard to race, creed, color, sex, religion, age, national origin or the presence of a non-job-related disability or any other protected characteristic.*