



Artists Archives of the Western Reserve

August 2009

The Artists Archives of the Western Reserve, a non-profit located in Cleveland's cultural center, University Circle, is seeking several student interns as well as volunteers to assist with important agency functions.

Art Cataloger

Interns will catalog art for the Artists Archives of the Western Reserve, a nonprofit agency with an extensive collection of art created by distinguished Ohio artists. Catalogers will collect and record information on the artwork and the artists and enter it into an electronic catalog. Students will receive training in the cataloging process and in museum registration techniques and standards. Interns will physically handle art and take and edit digital images. Applicants should have an interest in art and/or art history and be detail oriented. A commitment to accuracy is desirable, as is the ability to use and manage an electronic database such as Microsoft Access.

Arts Administration Intern

The AAWR has internship opportunities for students interested in pursuing a career in arts administration. The internship uses practical, hands-on techniques to equip students with the skills needed to become effective arts managers. Students will assist and learn in the areas of grant proposal writing, grant administration, financial management, public relations and marketing, gallery management, event management, audience development, program planning, and related areas. Applicants should be knowledgeable in Microsoft Office, QuickBooks (or similar), Adobe Photoshop, and have strong interpersonal skills.

Oral Historian

In this role, interns will interview, record, and document the oral histories of some of Northeast Ohio's premier artists. The compilation of oral histories on video and audio media and its later transcription is an integral facet of this position. Interns will be taught interview techniques and be given a series of questions to present the artists. The goal of the oral history project is to document the careers of AAWR's archived artists which, along with their art, present a holistic portrait of each individual artist that will be of interest to future generations of artists, art historians, and art enthusiasts. Interns should be familiar with recording devices, be empathetic with an ability to listen constructively. Proficiency in using word processing software and good keyboarding skills are preferred.

Please visit www.artistsarchives.org for additional information about the AAWR.

Please direct inquiries to us by phone at 216-721-9020 or via email to kgoerg@artistsarchives.org.