

CFEVA internships at the Center are available to (undergraduate/graduate) college students and recent college graduates to get to know a key player in the regional support system for visual artists.

In this small non-profit arts organization, interns will have a unique hands-on experience, building upon skills and experiences learned in the classroom and applied in the field.

Interns work closely with the CFEVA Staff on a diverse range of projects: installing exhibitions, programmatic strategy development, exhibition management, event promotion, social media management, and helping artists with community engagement projects across the city.

Interns will assist with:

- General office administration, including regularly updating our website and social media
- Assisting with membership outreach and mailings
- Photographing events
- Assisting with exhibition planning and research
- Installation and deinstallation of exhibitions in Philadelphia as needed
- Fundraising and development projects
- Special events and openings, via Zoom and in person as needed

Interns are expected to commit 8-16 hours per week for 3-4 months. This includes in-person and remote opportunities for applicants <2 hours outside of Philadelphia. Interns should be eager to learn, have a good work ethic and attention to detail. Experience with Microsoft Office, Adobe Creative Suite, MailChimp/Constant Contact, CRM databases, and Squarespace a plus. This is an unpaid position with the option to receive course credit. Students seeking this option should inquire with their academic advisor.

We review applications for interns on a rolling basis. To apply please send your resume, cover letter, and at least 2 references to Lily Gilston, alumna class of '21, at [lily@cfeva.org](mailto:lily@cfeva.org) describing your interest in CFEVA.