



Collections Intern

Position Listing Statement

NIAD is an organization that aims to be artistically relevant and culturally inclusive. As an organization we deliver these aims through our operations activities as well as through the three programs we offer: NIAD's Virtual and 23rd Street Studios, Community Programs, and Art Marketing and Partnerships.

NIAD's Art Marketing and Partnerships Team represents NIAD Studio Artists in all aspects of art sales. This department manages on-site and off-site gallery exhibitions; oversees inventory processes; coordinates licensing and purchasing of art in NIAD's online, on-site, and off-site venues; develops marketing and communications to continually broaden NIAD's audience; and stewards partnerships around visibility of NIAD Studio Artists' work. Our very active team aims to deliver an exceptional experience for new and existing collectors and audiences, our artist community and their care providers, our highly collaborative staff group as a whole, and our many partners. The Collections Intern is supervised by the Registrar and Collections Manager; Gallery Programs and Sales Manager, and works closely with the entire Art Marketing and Partnerships team.

In every position, we aim to support NIAD's continued growth and expansion. As the organization realizes the vision of our artists and wider community, our Art Marketing and Partnerships team maintains a vital stream of income for NIAD's highly diverse group of artists and audiences, and expands visibility for these stakeholders in the highly competitive artworlds where their art helps define the contemporary. As such, we want to ensure representation of the communities that we serve, both in terms of diversity within our teams, and in generating engagement and involvement from people who have been historically under-represented, including new staff.

NIAD supports inclusivity and visibility in all areas of our working practices and spaces and wants to make sure that opportunities are accessible in all ways and that all voices are truly heard and contribute to our future. We actively encourage individuals from marginalized groups to apply, in particular those from traditionally under-represented groups, e.g., people with disabilities, BIPOC and LGBTQIA+ candidates.

If you require any accommodations in order to most effectively participate in the application process, please contact gallery@niadart.org apply for this position, please send one letter of recommendation, cover letter and CV/resume to gallery@niadart.org with the subject line "Collections Intern."

Job title	<i>Collections Intern</i>
Reports to	<i>Registrar and Collections Manager; Gallery Programs and Sales Manager</i>

Job Purpose

NIAD's Art Marketing Team seeks to provide a hands-on, educational experience for the Collections Intern who, over the course of one academic year, helps ensure smooth functioning of all aspects of inventory and collections care at NIAD. The internship is intended for local persons currently or recently enrolled in college level art, art history, or related humanities programs, and interested in a career in the arts. The Intern will work closely with the Registrar and Collections Manager, gaining relevant insight to the field.

Duties and Responsibilities

Inventory

Support the Art Marketing and Partnerships Team in maintaining records for inventory and art sales:

- Assist in processing work for sale once it is received from the studio (i.e. ensure work is in good condition for sales, assign inventory numbers, and research titles/additional information).
- Assist in physical handling of artworks, using best practice standards.
- Assist in photographing and cataloging works of art for inventory.
- Assist in creating and filing hi-res jpegs of all current NIAD artworks.
- Assist in sorting down recent art.
- Assist in deaccessioning artworks.
- Assist in packing and shipping artworks.
- Assist in maintaining organization of artwork in storage spaces and flat files.
- Assist with the moving of artworks between onsite and offsite storage sites.

23rd Street Galleries

Support the Art Marketing Team in producing exhibitions at the Art Center:

- Assist with creating exhibition checklists, price lists, and online collections.
- Maintain wall surfaces at NIAD.
- Assist in preparing backend of art receptions at the Art Center, supporting set-up and takedown before/after each event.
- Occasional support for exhibitions at satellite venues.
- Support artist talks, events, and gallery hours for exhibitions in NIAD's 23rd Street Galleries.

Art Sales

As a member of the Art Marketing and Partnerships Team, provide support for art sales:

- Receive and assist gallery visitors as needed, process in-person sales, and track sales.

- Provide inventory numbers and data on sales to Art Marketing Team to ensure inventory records are up to date.
- Assist in entering art sales in database.
- Assist in maintaining records of artists' appearances in online, on-site, and off-site exhibitions.

Qualifications

- Must be currently or recently enrolled in a college level art, art history, or related humanities program.
- Love and knowledge of contemporary art and artworld.
- Experience and/or interest in working with disabled communities.
- Familiarity and/or willingness to learn digital software: examples include e-commerce platforms, image editing software, data entry and database maintenance, and point of sale applications.
- Telephone and email etiquette; ability to manage multiple tasks and projects at once and willingness to reorganize priorities when necessary.
- Experience and/or willingness to learn digital photography.
- Spanish or another language is preferred but not required.
- Driver's license and transportation are preferred but not required.
- Willingness to try new ideas and recognize when something is not working.
- Ability to meet deadlines both independently and as a part of a team.
- Ability to work flexible hours including occasional weekend or evening hours in support of events.
- Ability to work collaboratively with others.

Working Conditions

This is a 10-15 hour per week, paid internship with flexible hours, not to exceed 8 hours/day, according to departmental need. Scheduling to be determined upon hire. Hourly rate of \$17/hour, with an additional honorarium of \$600 to be paid out at the beginning of each semester. Course credits can be arranged in lieu of payment. A background check and TB test current within 2 years are required. Recommended but not required: full COVID vaccination including booster shot(s).

Physical Requirements

Sitting at a desk; computer work; lifting and carrying (up to 40 pounds); bending; climbing ladders; using technology equipment and tools. Ability to work in a hybrid professional and studio environment, where loud noise and interruptions are common.

Approved by:	<i>Amanda Eicher</i>
Date approved:	<i>09/24/2025</i>
Reviewed:	<i>AE, LZ, LH</i>