

VAN ALEN INSTITUTE

PROJECTS IN PUBLIC ARCHITECTURE

Gallery and Programs Internship | 2010

<i>Positions Available</i>	Variable
<i>Terms</i>	Spring 2010
<i>Starting Date</i>	Immediately
<i>Availability</i>	Minimum 3 days/wk
<i>Compensation</i>	Unpaid (Academic credit may be available)

Project Description Van Alen Institute (VAI) is a New York based non-profit organization dedicated to promoting inquiry into the processes that shape the design of the public realm. VAI develops and presents a program of public design competitions, fellowships, exhibitions and forums that address architecture as a creative and cultural practice with great public consequence.

The majority of VAI's programming is hosted at the Institute's gallery, located in Manhattan's Flatiron District. VAI's program includes exhibitions, roundtable discussions, talks, public interviews, seminars, workshops, and performances, and features content representative of the breadth of the Institute's interests in the intersection between public design and civil society. Programs and related events may highlight work produced by our New York Prize fellows, reference material from our Design Archive, or present independent projects in collaboration with local design firms, universities, government agencies, and other resonant non-profit organizations. Please visit <http://www.vanalen.org/participate/programs> for a list of recent programs, and visit our Facebook page to get a glimpse of what we're working on.

Responsibilities Basic responsibilities include gallery supervision, greeting gallery visitors and answering general questions about a current program; set-up, recording, and breakdown of programs; answering the office phone and general email account; and maintaining an up-to-date Institute contact list and calendar. Further responsibilities will be determined based on the Institute's programmatic needs and an applicant's relevant experience and skills, and may include: exhibition installation, publications organization and cataloguing, digital media editing for publication (web, print and promotional) and archival purposes, program-related research, communications and outreach, and maintenance of VAI's web presence.

Qualifications Applicants for this position should be enrolled in or have completed a bachelors degree or higher in architecture or a related design field (planning, landscape architecture, etc.). Proficiency with Microsoft Office and excellent organizational skills are required. Experience with any of Filemaker Pro, Adobe Creative Suite 3, audio and video-recording technology, web-based content management, HTML, CSS, Flash, and/or exhibition installation is highly encouraged.

Contact Please email a resume and cover letter to aarroyo@vanalen.org with "Gallery and Programs Internship" in the subject line. In accordance with the above qualifications, please note any special technical or digital skills you may have, and indicate the days on which you are available.