**Overview**

About the Brand

JTR Presents is a Brand focused on building on, and expanding, the value of Art & Design by offering creative services to the public and using the profits to fund Exhibitions and creative productions that promote emerging contemporary artists whose work relate to contemporary issues. The projects we take on tend to be community-based and service-based as well. More information can be found on our website.

[http://Jtrpresent.squarespace.com](http://jtrpresent.squarespace.com/)

What we are Looking for

The Brand is looking for someone interested in learning more about emerging contemporary artists and document the works contemporary artists are doing. Individuals interested in applying their knowledge base in Art history to help promote, emerging contemporary Artists are highly encouraged to apply. An additional bonus for those who want to build on the history we artists today are making.

**Job Description**

Interns in this position will perform the following:

* + Plan and conduct research regarding the exhibition, and/or other productions
  + Preparing labels and other design elements, installations, de-installations, gallery maintenance, research, and other responsibilities as necessary.
  + Part of the team that develops, plans, organizes and schedules multiyear exhibition program reflective of the museums focus including traveling exhibitions.
  + Help engage in research and development of exhibitions, including proposals, catalogues, contracts, purchase orders, development of archive files, etc.
  + Prepares and presents public lectures, programs and gallery talks and participates in press activities related to exhibitions.
  + Helps develops, writes and submits grant proposals and applications, and is aware of new sources of grants.

**Requirements**

Ideal candidates MUST:

* + Currently be enrolled in a college or university
  + Be able and willing to work remotely and in person.
  + Proficient communication skills.
  + Proficient knowledge of Microsoft Office ( specifically Word, PowerPoint, and Excel.)
  + Capable of setting S.M.A.R.T. Goals.

It is preferred that the candidate:

* + Have completed at least one class or course that is Art History-related.

**Instructions**

Please submit your, CV/resume, and Cover Letter to: [jtrpresents@gmail.com](mailto:jtrpresents@gmail.com)

Please put "Curating Internship" in the subject line and address the Cover Letter to Jordan T. Robinson.