



### **About Workhouse Arts Center**

Workhouse Arts Foundation, Inc. is a Virginia not-for-profit corporation that was created for the purpose of planning, developing and fundraising a self-sustaining arts space at the Workhouse Arts Center in Lorton, Virginia. In accomplishing this purpose, a primary goal has been and remains the renovation, preservation, and reuse of the former District of Columbia Lorton Complex's Workhouse facilities and a unique and important arts campus consistent with Fairfax County's master planning. The mission of the Foundation is to grow and support a vibrant arts center that offers engaging opportunities and enjoyable experiences in visual arts, performing arts, history, and education.

The Workhouse Arts Center currently hosts a vast array of exhibitions and art education programming. The 55-acre center includes six gallery spaces, sculpture gardens, art education courses / workshops and up to 100 artist studios. The Workhouse staff is a dedicated, enthusiastic and creative team of arts professionals. If you seek to be part of an arts organization with tremendous growth potential this is the place for you.

### **Job Description**

The Exhibitions Intern will assist with the development of exhibitions in the galleries at Workhouse Arts Center. In addition to content research, the position will also assist with artist selection, drafting agreements, label writing, updating databases, installation / deinstallation, and daily exhibition tasks.

Responsibilities include the following:

- Researching artists and exhibition concepts
- Responding to daily correspondence
- Shipping, Packing, Unpacking Artwork
- Support installation / deinstallation (hanging, painting, floor plans)
- Visiting artist studios
- Updating website / media outlets

Other duties as assigned Qualifications:

- Intended degree in the Arts or Museum Studies (a related field may be considered)
- Excellent writing skills
- Strong research skills
- Ability to handle large projects and meet deadlines
- Ability to work well alone or in a group
- Interest in handle hands-on projects

Benefits:

- Unpaid, part-time internship, estimated 10-15 hours per week
- Opportunities for increased responsibility

Please send cover letter and resume to [jaynellehazard@workhousearts.org](mailto:jaynellehazard@workhousearts.org).