



patti schwarz  
*creative*

*visual artist consultant*

# Arts Management Intern/Apprenticeship Position Open Immediately

For Stephenson Ceramics, Ann Arbor, MI





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**Arts Management Intern/Apprenticeship, @6 hrs/wk, unpaid (with perks...)  
For Stephenson Ceramics, Ann Arbor, MI. Position Open Immediately.**

This is a very exciting opportunity to learn and work with a world renowned ceramic artist, recognized as a pioneer in her field, and former EMU faculty, Susanne Stephenson. [www.stephensonceramics.com](http://www.stephensonceramics.com)

**Estimated length of position: @ 3 months. Longer commitment possible.**

**Position:**

Assistant to Patti Schwarz, (former owner of River Gallery, Chelsea, MI) Art Consultant/Project Coordinator for Stephenson Ceramics

**Tasks:**

Organize, document and prepare artworks for: (1) a 3 day "Open Studio Exhibition" July 10-12, 2020 in Ann Arbor, MI, (2) placement of artworks in public and museum collections. This position will also require physical work, sometimes moving large artworks to different locations.

**Skills Necessary:**

**Outstanding work ethic, dedication and a passion for the arts are essential!** Organizational skills required. Opportunities for input on this project are welcome. Continued paid work with more responsibility is possible depending on performance.

**Duties:**

Must be proficient on a Mac, familiar with Adobe Lightroom, Adobe Photoshop, Microsoft Word / Excel

- Assist with organizing existing documentation for both paper and digital files
- Assist with photographing artworks needing documentation
- Organizing and labeling of artworks
- Assistance with database management and marketing for the event in July

**This is a wonderful opportunity for a hands-on arts management experience.**

**Contact:**

Tell me about yourself... Send along a resume and a cover letter on why you qualify for this exciting opportunity. If you are emailing: use "Stephenson Ceramics Internship" in the subject line. Questions? Give me a call.

Patti Schwarz, Visual Artist Consultant  
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