



Dear Applicant,

The Yiddish Arts and Academic Association of North America (YAAANA) and its physical location called Yiddishland California, both based in San Diego, California, are looking for an Art Gallery Assistant Intern. The mission of YAAANA and Yiddishland California is to promote Yiddish language and culture through academic and artistic events. To learn more about the organization, please visit [www.yiddishlandcalifornia.org](http://www.yiddishlandcalifornia.org).

We are currently seeking an organized, energetic, and diligent individual to assist in setting up and operating an art gallery. Knowledge of Yiddish language is not required. Our interns receive access to all YAAANA events and classes as well as to the YAAANA archives. **Internships are unpaid, but can be taken for college credit. We offer in-person and remote internships.**

### **Responsibilities Include**

1. Support gallery supervisor with the planning and execution of exhibitions and opening-night receptions and assisting with communications related to gallery events
2. Conducting research on artists for use in the preparation of artists exhibit labels/descriptions and price lists
3. Creating 1-page descriptions of artwork to hand out at gallery events
4. Draft press releases, social media posts, and newsletter content

### **Qualifications and Skills**

1. Successful candidates will have excellent written and oral communication skills, be detail-oriented, with good organization skills .

2. General to advanced knowledge of word processing, spreadsheets and graphic software is required.
3. Familiarity with Jewish culture is a plus.

### **Learning Objectives**

1. Interns will learn how to research, develop, organize and promote art exhibitions and events typically held in art galleries.
2. Interns will learn to collaborate with artists, community leaders and other internal and external stakeholders.
3. Interns will learn how to design marketing materials for art exhibitions and how to promote exhibits and events via social media channels.

### **Learning outcomes**

1. Interns will be able to plan and organize small-scale art exhibitions and events.
2. Interns will be able to write, copy and create promotional materials for art exhibitions, events, and workshops.
3. Interns will be able to assist with drafting marketing strategy and perform research on exhibiting artists.
4. Interns will be able to carry out ad hoc administrative duties required to plan and host an art exhibition, event, or art workshop.
5. Interns will learn about Yiddish and Eastern European culture, art, and languages.

### **Estimated Duration**

Full-

time: preferably 8, minimum 6 week engagement with a minimum commitment of 40 hours per week.

Part-time: preferably 16, minimum 12 week engagement with a minimum commitment of 20 hours per week.

Longer internships with a less demanding time commitment are available upon request.

If an intern wishes to receive academic credit for the internship, it is their responsibility to check with their academic institution for approval prior to beginning the position.

Some educational institutions require prior approval before the start of an internship. It is the responsibility of the Intern to check with their institution to be sure they meet any requirements before they accept a position.

To apply for this position, please send a cover letter and resume to Jana Mazurkiewicz Meisarosh at [info@yiddishland.ca](mailto:info@yiddishland.ca) Questions? Please call us at: 619-719-1776.