



INTERNSHIP/VOLUNTEER DESCRIPTION

"If you give the gift of your time, treasure and talent to Clayworks, you will make a different kind of investment that will help you reap hours of joy and satisfaction."

- Deborah Bedwell, Former Executive Director

OVERVIEW

Baltimore Clayworks exists to develop, sustain and promote an artist-centered community that provides outstanding artistic, educational, and collaborative programs in ceramic arts for over 30 years. Along this journey, many long-term and short-term interns and volunteers have served for us with passion and dedication. Most interns and volunteers come to us through the love of clay, others because of the good work we do with children in need and many other reasons. As a Baltimore Clayworks Intern or Volunteer, you will have an opportunity to work hands-on and gain experience in the following departments and fields: development, public relations, marketing, special events, gallery, exhibition design, graphic communication, education, children's program, studio maintenance and technical support, community arts, finance, etc.

Baltimore Clayworks is accepting applications for internship and volunteering all year along. We are seeking individuals who are interested in learning about non-profit arts organizations, and we welcome individuals who have a passion to learn and can multi-task. As an intern, your schedule is flexible but should be set at the beginning of the internship period. While this position is non-paying, college-credits can be arranged with an approval from your academic advisor. There is no experience necessary. The opportunities are amazing!

Please complete Internship/Volunteer Application form and submit it with a letter of intent and your current résumé (if applicable) to the address below. If you have any additional questions, please contact Internship/Volunteer Coordinator at 410-578-1919 or gallery@baltimoreclayworks.org.

Let's work together within the BALTIMORE CLAYWORKS community!

SUBMIT APPLICATION MATERIALS TO:

Baltimore Clayworks
Attn: Internship/Volunteer Coordinator
5707 Smith Avenue
Baltimore, MD 21209

Or

gallery@baltimoreclayworks.org

What is Baltimore Clayworks?

Baltimore Clayworks was founded in 1978 by nine potters and sculptors to provide both facilities and a stimulating environment for ceramic artists. Located in the northwest corner of Baltimore City, the historic Mt. Washington neighborhood, Baltimore Clayworks is the region's only 501(c)3 non-profit cultural institution dedicated solely to the ceramic arts and is attentive to its community possessing a national and international reputation for artistic excellence, artists' support, and community involvement. Today it operates as a thriving ceramic art center housed in two historic buildings; a renovated library offers studio spaces for 12 current resident artists, classes and workshops, and a renovated convent houses our 4 galleries, administration, slide room, and meeting rooms. Baltimore Clayworks has four program areas: exhibitions, artist residency program, education, and community arts. To this day, Clayworks operates on its original mission:

Baltimore Clayworks exists to develop, sustain, and promote an artist-centered community that provides outstanding educational, artistic, and collaborative programs in the ceramic arts.

What does Baltimore Clayworks offer?

Exhibitions - Present on- and off-site exhibitions and sales of the work of local, national and international ceramic artists, in solo and group format, curated by mid-career and emerging clay artists in the field.

Residencies - Provide affordable studio space, equipment, and professional opportunities that encourage participation by national and international ceramic artists who produce ceramic artworks of the highest quality.

Educational Programs - Provide hands-on studio classes in all aspects of pottery, clay sculpture, and ceramic processes for children and adults; workshops for practicing professional clay artists and advanced students offered by artists of national reputation; slide lectures and other activities for the general public, and internships for college students

Community Arts - Develop sensitively conceived and collaboratively designed programs that connect artists and community organizations to bring art experiences of authenticity and meaning into the lives of at-risk children and marginalized adults.

Types of internships and volunteering

Baltimore Clayworks offers a variety of intern and volunteer opportunities. Along with the great experience gained through an internship at Baltimore Clayworks, interns may enroll in one adult class free of charge through our Mt. Washington education program. Interns must receive approval from his/her supervisor and Education Coordinator before qualifying for a complimentary class. When you would like to take a class, submit a registration form to Education Coordinator with a signature of the supervisor prior to the class start date. If you are interested in our Work Exchange Program, please contact Work Exchange Coordinator at work.exchange@baltimoreclayworks.org

LONG-TERM INTERNSHIP (6-12 months)

Administrative Intern

If you are interested in getting some hands-on experience at a non-profit arts organization, being an Administrative Intern is a great experience for you. This is a long-term commitment with working hours of 15-30 hours per week. Our experienced staff will guide you and work together in various departments such as development, marketing, special events, exhibitions, and gallery. After this internship with us, many of previous interns have acquired jobs in non-profit art organizations and other agencies. We can be your great additional reference for your future career.

Studio Intern (Deadline: April 15)

This is a great opportunity for students who just completed undergraduate studies in Ceramics or Sculpture. A Studio Intern will work approximately 15-30 hours per week with Education Coordinator and Facility Manager for any classroom maintenance and firing kilns, and with some administrative staff for various projects such as creating organizational gifts for donors, special events, exhibitions, and other studio-oriented assignments. In exchange of the service, the intern will have an access to the studio and its shared work space and storage shelves. The intern will be surrounded by 12 resident artists and other visiting artists and instructors on a regular basis, and it is up to him/her to connect with and learn from them during the duration of the service. (Please apply with a portfolio of your current work. See Studio Internship Application, or contact Internship/Volunteer Coordinator for details.)

Community Arts Intern

This is an excellent opportunity for Arts/Non-profit Management, Art Education, Child Development, Community Arts, Urban Development, and Cultural Studies Majors interested in non-profit and education with children and seniors. The interns will work directly with the Community Arts Co-Directors to organize, plan, and implement current and future projects and programming, research grants, and change over in the Community Arts Gallery. The interns will work not only at Mt. Washington Studio but mainly at our community arts satellite studio at Jubilee Arts Center and in other community-based sites. Under the supervision of experienced teaching artists, the interns assist with clay classroom instruction, management and firing process. Responsibilities will include helping prepare clay for classes, glazing the work, and working one-on-one with the children offering encouragement and guidance.

SHORT-TERM INTERNSHIP (2-6 months)**Fall/Spring Semester and Summer Intern (Deadline for SUMMER internship: April 15)**

This is our very popular program especially in the summer. Interns will be assigned and work on various tasks under a supervisor in development, marketing, special events, exhibition, gallery, education, community arts, and facility management (a list of opportunities below.) Generally, interns work either a few full days (10-5) a week or more frequent days with less time. 20 hours a week is the minimum requirements for interns but you may work as often as you'd like. Keep in mind we can mix and match to work for you and your supervisor. If you need to arrange school credit for the internship, please contact your academic advisor and career services at your school (or maybe an internship program) and they can give you the paperwork and requirements for credit if your school offers such. If you need Clayworks to fill out any forms and documents, please don't hesitate to ask.

SPECIAL INTERNSHIP (to be arranged)

Some institutions offer very short-term intensive periods of internship time for students (i.e. daily for one month.) If your school has this arrangement, we can discuss the possible assignments to a special project. Please call to arrange an interview.

VOLUNTEER

Because of the dedicated volunteers like you, Baltimore Clayworks can bring art experiences to more people throughout the region. We offer plenty of volunteer opportunities to meet your availability, skills, and interests, and we are always in need of support in special events such as our Annual Clay Ball, ClayFest!, Second Sale, ArtScape, ACC (American Craft Council Show in Baltimore,) opening receptions, etc. Whatever your personal motivation for volunteering is, we can provide a rewarding experience for you.

OPPORTUNITIES

Special Events Support

Special Events Assistant will work with the Events Coordinator (or Development Department) to coordinate the logistics, publicity, marketing and invitation lists and mailings to promote key events for Baltimore Clayworks such as ClayFest! and the annual Clay Ball in the fall. The interns would assist press releases, solicit auction items, coordinate applications for sponsorships and develop mailing lists to attract new audiences to Baltimore Clayworks. This position will be a great opportunity for a student with excellent written and oral communication skills who is interested in learning more about non-profit management.

Development Support

Clayworks has the opportunity for interns to work with Development Office providing the hands-on tasks essential to the running of a non-profit arts organization by helping with direct mail, meeting preparation, visual aids, marketing, events, donor recognition, and prospect research. This position will include utilizing and working in our donor and events database as well as preparing reports for volunteers, staff and board.

PR/Marketing/Communications Support

Clayworks has opportunities for those interns with excellent writing and oral communication skills and some public relations or marketing experience. Under supervision of an experienced staff member, the intern would assist with the press releases, flyers, and calendars, personal and telephone contact with the media, and general assistance. This would be an excellent opportunity for Communications, Marketing, English, Journalism, or Public Relations majors.

Graphic Design Support

An opportunity to assist with the following types of projects: postcards, flyers, posters, and invitations. Must be familiar with PC unless you prefer to bring and use your own Mac laptop. Must have excellent skills in Adobe Creative Suite and have experience with preparing digital and offset prints files. Strong Indesign and Photoshop skills required.

Photography Support

Clayworks has the opportunity for those interns with photography skills in digital photography. Projects include photographing of artwork, exhibition and special events, in-session classes, and daily activities. Flexible hours and some weekends are necessary. Additional experience with relating software and video media is preferred. This is an excellent opportunity for a Photography and Photo Journalism student. This position supports all departments.

Exhibition Support

This position gives interns opportunities to learn general operation of an art gallery including installing and taking down exhibitions and maintaining the gallery. Being an Exhibition Support is a great opportunity for Museum/Curatorial Studies and Arts Management majors. The interns will gain knowledge of the exhibition planning process by assisting the Exhibition Director with artist correspondence, press releases, promotional materials, exhibition planning, setup, packing, and many other related tasks. Excellent communication, organizational, and research skills, computer proficiency, a professional phone manner, and the ability to work in a fast-paced environment are required. The position requires that the interns be able to work independently with a minimum of supervision, and the days and hours are flexible, but may require some evenings and/or weekends.

Gallery/Front Desk Support

This position will assist in general administrative jobs such as greeting visitors and answering the calls with general information about Clayworks program areas and special events, assisting patrons/customers on gallery sales as well as working as a registrar for Clayworks' education program. The interns will learn about how to manage sales from both gallery and classroom, and how to maintain the gallery and general customer services to the public. The interns will also learn about each artist and art on display, and will apply this information to our guests and visitors to our gallery. Cheerful and outgoing personality is desired, and the interns should be available on weekends.

Education and Classroom/Facility Support

This position will assist classroom maintenance and educational programming. The interns are responsible for basic studio upkeeps including cleaning and organizing classrooms and checking inventory in glaze area and storage spaces for supplies and equipment working with Facility Manager, Glaze Technician, and Work Exchange Students. He/she also assist Education Coordinator and our class registrations by checking data in computer class roster, filling, and mailing student confirmations.

Glaze Technician

Baltimore Clayworks has a great opportunity for a student who is interested in developing management skills through working as a glaze technician for our classroom. The Glaze Technician will be responsible for managing and monitoring weekly usage and mixing of all classroom glazes, slips and washes as needed working with a crew of 4 to 6 work exchange students to do a fair amount of physical labor. This is not an opportunity for glaze testing. No kiln loading/firing is required. The intern must be self motivated, punctual, detail oriented and capable of lifting 5 gallon bucket of glaze. Access to e-mail is required to communicate with Education Coordinator directly as well as our work-exchange students.

Woodkiln Program Intern

Baltimore Clayworks provides a hand-on experience working with a master wood firing potter, Jim Dugan, and our double-chamber noborigama-style wood and wood/salt kiln. This arrangement is one-year or semester long, and we are looking for energetic and committed assistants for this growing program. Please apply with a portfolio of your current work. Contact Woodkiln Program Manager, Jim Dugan, at jim.dugan@baltimoreclayworks.org

Children's Program/Summer Camp Support

Baltimore Clayworks is looking for enthusiastic and energetic interns for supporting our very popular Children Summer Camp. The duties include supervising students inside and outside of the classroom during the camp hours, helping to foster student's creativities and providing technical assistant to teachers in the classroom, and helping to promote healthy working environment for students. This is a great opportunity for Studio Art, Art Education, Elementary Education, Child Development majors interested in children and clay.

Community Arts Program Support

This internship is an excellent opportunity for Art Education, Arts Management, Community Arts, Child Development, Urban Development, Cultural Studies, and Psychology majors interested in non-profit and education. Through our partnerships with community arts satellite studio at Jubilee Arts Center and in other community-based contract sites, the interns will work directly with the Community Arts Co-Directors to organize, plan, and implement current and future projects and programming, research grants, and change over in the Community Arts Gallery. In addition, the interns assist with clay

classroom instruction, management and firing process under the supervision of experienced teaching artists. Responsibilities will include helping prepare clay for classes, glazing the work, and working one-on-one with the youth, adults, and seniors offering encouragement and guidance.

THANK YOU FOR YOUR INTEREST! We will be looking forward to working with you!