



Los Angeles Contemporary Exhibitions INTERNS & VOLUNTEERS (Winter 2007)

INTERN & VOLUNTEER OPPORTUNITIES:

LACE offers unpaid* internships to undergraduates, graduate students, and recent graduates. Internships can be semester-long, summer-long, or for the month of **January**. We ask that all interns work a minimum of 15 hours a week, preferably a minimum of 2 full-time days. January internships are generally full-time, 40 hours per week.

WE ARE CURRENTLY ACCEPTING APPLICATIONS FOR WINTER 2007 IN THE FOLLOWING AREAS:

Administrative Assistant: Works with the Managing Director, the Executive Director, and other staff to carry out the day-to-day operations of the galleries and offices of LACE. An excellent introduction to nonprofit arts administration. Requires exacting attention to detail.

Communications Assistant: Works with the Executive Director and other staff to promote the organization's programs. This position is ideal for an independent, outgoing student with excellent writing, speaking, and digital communication skills. Familiarity with web and graphic design software desired.

Development Assistant: Assists Marketing and Development Coordinator and other core staff with fundraising and membership-related matters. This internship offers an thorough introduction to event-based fundraising, grantwriting, marketing to members, and member education at a not-for-profit arts organization.

Gallery Guide: Interacts directly with the public and educates visitors about current exhibitions and events. Provides point of entry to adventurous contemporary art. Ensures security of artwork and quality of audience experience. Requires excellent interpersonal and verbal communication skills.

Program Assistant: Assists Program Coordinator in all aspects of programming. This position offers an opportunity to be directly involved in program and event-related matters. Technical experience (a/v operation) desired.

**Students must have work-study funding in order to be paid. All may apply for volunteer status.*

TO APPLY

Forward a letter of interest and your résumé to:

Mail: Managing Director
LACE
6522 Hollywood Blvd.
Los Angeles, CA 90028
Email: bridget@artleak.org
Fax: (323) 957-9025

ABOUT LACE

LACE is contemporary visual arts institution that contributes to the long-term enrichment of Los Angeles' urban landscape and champions art's ability to engage with the timely issues that shape local and global life. Located in the heart of Hollywood, LACE events—exhibitions, performances, screenings, dialogs and other public forums—strive to inspire the public imagination and to expand interactions between art and audience. Become part of LACE's illustrious history today, while ensuring its vibrant future. For more information about LACE and its programs visit www.welcometolace.org.