

## **ArtWorks Photography Intern Job Description**

**Location:** ArtWorks Administrative Office, 20 E. Central Parkway, Cincinnati, OH 45202

**Hours:** Part-time, 10 - 15 hours/week. (The internship dates are flexible, but ideally this position will last 3 - 4 months.)

**Rate of pay:** Unpaid; *this internship could count for school credit or community service hours*

**Reports to:** Program & Recruitment Manager

**Start date:** September 2010

Founded in 1996, ArtWorks is an award-winning non-profit that employs teens and artists to work in the arts and enhance the Greater Cincinnati community. To date, the ArtWorks Program has provided job opportunities for more than 2200 Teen Apprentice Artists and 400 professional artists.

Each year ArtWorks accumulates photographs of each project and its outcomes, and so has 15 years of photos in various formats: developed photos, CDs, negatives, digital files, etc. The Photography Intern will help create and implement an organizational system for all ArtWorks photos, that includes scanning and uploading photos to ArtWorks' server and Websites, and organizing discs for easy usage. This is an opportunity to learn about non-profits and explore ArtWorks' history through photos! You do not have to be a photographer to qualify for this position. Responsibilities do not include actual photography; this is an administrative position.

### **Key responsibilities of the Photography Intern include:**

- Creating an organizational system for all ArtWorks photos;
- Uploading current project photos to ArtWorks' photo-sharing Website;
- Organizing all photo discs and contact sheets by year;
- Cataloging and scanning ArtWorks' collection of developed photographs;
- Cataloging photo negatives;
- Design one or more photo book(s) through an online self-publishing program;
- Other duties as assigned.

### **The ideal candidate will possess the following qualifications and/or characteristics:**

- Interest in the arts, non-profits and photography;
- Ability to communicate effectively;
- Ability to work independently;
- Great organizational skills;
- Comfort working with computers and scanners and knowledge of Microsoft Office programs, Windows and photo publishing Websites

### **Interested candidates should send resume with contact information and a cover letter to:**

Allyson Knue  
Program & Recruitment Manager  
ArtWorks  
20 E. Central Parkway  
Cincinnati, OH 45202

or [Allyson@ArtWorksCincinnati.org](mailto:Allyson@ArtWorksCincinnati.org)

**Deadline: Friday, September 10, 2010**

For more information about ArtWorks, please visit [ArtWorksCincinnati.org](http://ArtWorksCincinnati.org).