



where expression matters

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## **ABOUT US**

The Galaxie was brought to life to create an environment that provides working artists and students of the arts an opportunity to inspire, & become inspired by varied forms of expression. Music, movement, fine art, health, and well-being are concerns of strong bodies & creative minds. All of these factors contribute to a well-rounded, versatile life. The Galaxie's goal is to bring all of this to a central place, & invite all to participate. As the new kid in town, The Galaxie has already helped to redefine creative community spaces with just one year in Chicago. In an effort to establish an environment for creative & aspiring artist, the Galaxie offers work, rehearsal & private/corporate meeting spaces. The Galaxie's staff continues to re-design & redefine environments suited for a broad variety of needs.

## **AS AN INTERN**

You will have the opportunity to work closely with Galaxie staff, gain knowledge & experience in the vast array of programs services The Galaxie has to offer our community. We feel that this will be a wonderful chance to work with a local art student and help that artist develop the knowledge & critical skills it takes to build & maintain a successful art venue. It also gives us an opportunity to learn from the intern about new innovations in art. We feel that emerging artists give great insight into artistic developments pertaining to the ever-changing art world.

We are looking for a person that has a strong interest developing their skills in marketing and management through our art business. We will need this

person to have competent skills in graphic design (not mandatory but a plus), art marketing, and public relations. The art student will receive 3 college credits for performing 6-9 hours/week (if applicable, and based upon specific college/university requirements).

The internship can also be exchanged for space as a communal studio renter at the Galaxie.

### **DUTIES FOR THE INTERNSHIP-**

- researching areas of interest to promote our business
- Design of postcards, flyers, & advertisements
- Contacting Chicago area groups and introducing our services
- Website skills are a plus
- Light maintenance duties
- Assisting with exhibition installations
- Assisting with events
- Day & evening availability a plus

## **MAKING THE GALAXIE KNOWN-**

-Making clear and confident public presentations about the Galaxie, what we do, and what we stand for.

-Send informational emails to art schools, art organizations, kids camps, kids schools, home school leaders, architectural firms, architectural schools, organic food stores, yoga centers, hair salons, etc. This is great for the intern also because it really makes them familiar and in contact with ALL the art organizations in Chicago.

-Passing out flyers.

- Posting information everyday on Craigslist, CAR, and Artist Coalition, Myspace, other social networking sites

- Setting up and working Galaxie events

-Working directly with the owner/director to expose the events and opportunities at the Galaxie

-Meeting with interested artists and explaining our mission

- Organizing rental space and rental space applications

- Acting as a front desk personnel to greet customers