

CHICAGO GALLERY NEWS

Editorial Internship Winter 2017

Internship Dates: January-March 2017

Deadline for Applications: November 1, 2016

Chicago Gallery News is seeking an editorial intern to assist with CGN's editorial calendar, as well as production of our 2017 annual guide.

In this position students interested in journalism, publication, or arts administration will gain broad, hands-on experience at the area's most prestigious magazine devoted to the visual arts. You will meet gallery directors and artists, you'll interact with members of the public interested in the arts, and you'll have your name in print in the upcoming edition of *Chicago Gallery News*. You'll learn about the many facets of our art community, become a knowledgeable point person in the art scene, and make many valuable contacts with dealers and other arts professionals.

Duties include, but are not limited to:

- research area art galleries and art resources to gain an understanding of the region's art community
- write weekly articles for chicagogallerynews.com
- research potential editorial topics
- develop projects or initiatives related to the art community
- assist with copy writing and editing
- assist with magazine production
- assist with production timeline
- assist with updates to CGN website
- proofread print issue

A minimum of two full days (9am-5pm) is required. We will establish a schedule that works for you and for us. The internship runs between **January and March 2017**, with an option to continue through the spring of 2017. Dates and times are subject to discussion and we will work out a mutually agreed upon schedule.

This is an unpaid internship. We are happy to arrange for course credit with your university where appropriate. We can also discuss transportation reimbursement.

About *Chicago Gallery News*:

Founded in 1983 *Chicago Gallery News* is the central source for information about the area's art galleries, museums, events, and resources. We cover Chicago galleries, artists, art centers and museums, as well as visual arts happenings and institutions the region, reaching readers in the Midwest and beyond. CGN aims to be a clear, accessible link to the creative world, as well as an advocate on behalf of our art community.

Published three times a year in January, May and September, both the magazine and website feature dozens of galleries, openings, exhibitions and specialties. We also list scores of art-related businesses and resources, nonprofit arts organizations and institutions, as well as alternative spaces, artist studios, and art centers. CGN features an ongoing series of art profiles, highlighting the unique perspectives of Chicago's art dealers, artists, and collectors.

Skills & Qualifications:

- Strong interest in journalism and the visual arts
- Interest in developing writing skills
- Detail-oriented
- Strong phone and personal communication skills
- Design experience and familiarity with Adobe CS a plus
- Familiarity with *Chicago Gallery News* and chicagogallerynews.com prior to interview

To Apply:

Please send resume, cover letter, and one writing sample (no more than two pages) in PDF format to info@chicagogallerynews.com by **November 1, 2016**.