



The Hurford Center for the Arts and Humanities' Philly Partner internship offers students the opportunity to learn directly from an extraordinary array of arts and cultural institutions. Depending on the organization's need, the student will be conducting a wide array of tasks from research, writing, social media, curating, and beyond.

These internships typically last ten weeks during the summer (June through August). Students receive a \$4000 stipend that covers food, housing, commuting, and living expenses, as well as the summer earnings expectation. Students apply to this program through the Center, and host organizations invite students for interviews and make final offers directly to interns. Decisions can be expected mid-to-late March.

### **About Twelve Gates Arts**

Founded in 2011, Twelve Gates Arts (12G) is an art gallery located in Old City, Philadelphia that uplifts South & West Asian diasporic artistic voices within the local cultural landscape. 12G quarterly visual exhibitions and community events focus on an emerging art landscape that maps the cultures of migration, inclusive of the systems that influence it: race, gender, creed, empire, and economy. A nod to the archetypal fortified walls that surround Imperial medieval cities worldwide, our namesake underlies our exhibitions and events, which celebrate the melange of cultural identity that foments as peoples move and settle.

### **Intern Roles:**

Social media and digital content creation

Gallery sitting during open hours

Giving tours of the exhibitions and gallery space

Supervising and working 12G events such as Opening Reception, poetry readings, screenings, and artist talks

Managing CRM with ED

### **What you will get out of the internship:**

- skills in Canva, Photoshop, CRM, writing, installing, art inventory

### **Eligibility & Qualifications:**

- Ability to manage multiple projects simultaneously and prioritize upcoming tasks.
- Highly organized and detail-oriented



- Ability to perform light physical labor, light lifting, and helping with installation/de-installation - Must be able to travel to 12 Gates in Old City (off the 2nd Street MFL Line)
- Ability to use social media platforms, distribution lists, and website management such as Instagram, Linktree, Mailchimp, and Squarespace (for basic website updates)

**Partnership Application & Selection Process:**

- All application materials are due **February 23, 2024**.
- Address your Cover Letter to **Aisha Khan at [info@twelvegatesarts.org](mailto:info@twelvegatesarts.org)** and we will set up a time for an interview

**For More Information and Advice:**

- Visit <https://www.twelvegatesarts.org/> for more information.