

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2025**

Organization Name: The Bakery Atlanta

Address: 638 North Highland Avenue NE, Atlanta, GA 30306

Phone: 404-545-6131

Web site: www.thebakeryatlanta.com

Internship Supervisor: Amanda Norris and Madison Nunes

Supervisor's contact information including e-mail:

Amanda Norris, Assistant Director

amanda@thebakeryatlanta.com

Madison Nunes, Programs and Digital Resources Manager

hello@thebakeryatlanta.com

Organization's Mission Statement:

Our mission is to broaden awareness of, and build community around, progressive ideas in the arts. We envision an Atlanta that supports the emerging, DIY, and and underground arts as they grow locally and regionally in the Southeast.

Summary of organization's primary programs and services:

The Bakery Atlanta supports the emerging, DIY arts community through community projects and engagement events, hosting workshops, classes, art exhibitions, and offering a host of digital resources for artists including our artists opportunities page and artist directory. In addition to these offerings, we also coordinate, curate, and install artwork in public and private spaces.

Intern's title: Curatorial Intern

Number of interns requested: 1

Internship project/job description (Please detail degree to which position is in-person, virtual, or hybrid.):

CURATORIAL INTERN

The Curatorial Intern will support the planning, organization, and execution of exhibitions and arts programming at The Bakery. This role is ideal for a college student interested in gaining hands-on experience in exhibition design, curation, and arts administration. Working closely with the Program Manager and other staff, the intern will play a key role in showcasing local artists and engaging the community through thoughtfully curated projects.

- **Exhibition Support:**
 - Assist in planning and organizing art exhibitions and other curatorial projects.
 - Help coordinate the layout, design, and installation of artwork.
 - Document and catalog artwork for exhibitions and archives.

- **Research and Writing:**
 - Conduct research on artists, themes, and exhibition concepts.
 - Write exhibition descriptions, art labels, and promotional content.
 - Assist in creating curatorial materials such as brochures or guides.

- **Artist and Community Engagement:**
 - Communicate with artists to gather materials and ensure deadlines are met.
 - Assist in organizing artist talks, receptions, and other related events.

- **Administrative Support:**
 - Maintain and organize exhibition-related files and records.
 - Help develop timelines and checklists for exhibit planning.

- **Event Support:**
 - Provide on-site assistance during exhibition openings and community events.
 - Support event setup, teardown, and coordination as needed.

Qualifications:

Qualifications for Curatorial Intern:

- 1. Education:** Currently enrolled in a college or university, preferably pursuing a degree in Art History, Arts Administration, Fine Arts, or a related field.
- 2. Research Skills:** Strong ability to conduct research on artists, themes, and exhibition concepts, with attention to detail.
- 3. Writing Skills:** Experience in writing clear, concise, and engaging content for exhibition descriptions, promotional materials, and art labels.
- 4. Organizational Skills:** Ability to manage multiple tasks, prioritize effectively, and maintain organized exhibition-related files and records.
- 5. Communication Skills:** Strong interpersonal skills to liaise with artists, staff, and the community, with a collaborative and professional demeanor.
- 6. Technical Proficiency:** Familiarity with basic office software (Google Workspace, Slack) and image cataloging or design programs (Adobe Creative Suite, Canva, or similar) is a plus.
- 7. Attention to Detail:** Ability to document and catalog artwork with accuracy, and assist in the layout and installation of exhibitions.
- 8. Event Support Experience:** Previous experience or enthusiasm for working in event coordination and providing on-site support during openings and events.
- 9. Interest in the Arts:** A passion for contemporary art and community engagement, with a desire to contribute to the artistic and cultural landscape. You attend art openings avidly and enjoy staying up to date on what is happening in Atlanta's arts community
- 10. Physical Stamina:** Ability to assist with physical tasks related to exhibition installation, event setup, and teardown.

Other requirements, if any, for this position (security check, drug screen, immunizations, etc.)?

A willingness to work outside of your comfort zone is key. At The Bakery no task is too small for any team member. We can all be found frequently climbing ladders, painting floors, sweeping, etc.

Will the internship require that the student have a car?

It is beneficial to have a car for this role, but it is not required.

Is placement site accessible by public transit or other transportation options?

Our site is most accessible by public transit, mainly the MARTA busses.