

THE PARACHUTE FACTORY

PHOTOGRAPHY INTERNSHIP POSITION

Located in the heart of Lexington's Northside, The Parachute Factory exists as a non-profit, multi-use space that promotes artistic endeavors and community engagement. We are committed to exhibiting visual art and hosting events that are free and open to the public, with an emphasis on attracting all types of people. Our board of directors is made up of artists, and all of our staff have full-time jobs—in addition to volunteering at TPF.

Because all staff and board members at TPF are volunteers, internships are unpaid. We can work with you to meet class credit criteria if you are in school. Being knowledgeable of the art scene in Lexington is certainly a plus for our interns, but it is not required because our interns gain that knowledge along the way.

PHOTOGRAPHY INTERN

The photography internship requires 120-150 hours of work over a period of 3-4 months. This position requires an individual who is looking for experience in gallery and event photography and branding photography for a nonprofit creative space. *This is a skilled internship position: access to a DSLR camera and working knowledge of Adobe Photoshop and Lightroom are required.* The intern should be self-motivated and independent. In addition to the weekly tasks below, the intern will be required to create, pitch, and execute one personal project throughout the internship.

The following responsibilities apply to each intern under the guidance of TPF staff:

- + Staff open gallery hours once per week (3 hours)
- + Assist social media manager by providing edited and on-brand photographs and/or videos of current exhibitions and events
- + Maintain website photography for exhibitions
- + Assist in content for monthly newsletters
- + Create and complete personal project
- + Complete end of internship write-up: 500 words.

Questions should be directed to the Gallery Director, Sarah Brown, at sarah@parachutefactorylex.com

To apply, please submit a cover letter, resume, and photography samples to parachutefactorylex@gmail.com