



101 West 6th Street
Tucson, AZ 85701

Gallery Operations and Exhibition Production Internship

01/14/2026 - 05/06/2026

The Gallery Operations and Exhibition Production Internship offers hands-on experience in planning and producing monthly art exhibitions. Interns work directly with professional artists, jurors, and curators at the Steinfeld Gallery and Studios—gaining valuable insight into gallery operations and professional exhibition production.

Mounting monthly exhibitions requires time and teamwork: developing themes, creating artist calls, curating and installing work, and supporting marketing efforts. As a Steinfeld intern, you will become part of the Steinfeld team and participate in each step of the exhibition process.

This internship requires a nine-hour-per-week commitment for three credit hours. Interns will meet weekly with Steinfeld mentors, and each week will include new tasks and responsibilities completed with guided support.

Skills / Proficiencies

- Art majors may apply
- Self-starter
- Social media content creation (some experience preferred)
- Website maintenance (some experience preferred)
- Strong social skills; comfortable engaging with the public
- Proficient computer skills

Responsibilities and Duties

- Attend weekly exhibition-planning meetings with Steinfeld mentors
- Be available for First Saturday openings (4–8pm) and at least one additional Saturday for gallery sitting (12–4pm)
- Assist with artist calls, including Jotform setup and acceptance/rejection letters



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- Assist with intake and return of artwork
- Produce exhibition labels
- Support jurors/curators during the curation process
- Facilitate artist talks, including setup of projector, screen, and seating
- Be knowledgeable about the gallery and exhibition themes and able to converse with visitors
- Strong people skills; interact with collectors, gallery owners, museum directors, artists

What is the learning experience for the intern?

The Steinfeld Gallery is a welcoming, supportive environment where interns gain far more than task-based experience; they develop a complete understanding of what it takes to run a gallery and produce an exhibition. Equally important, they learn how to be an integral part of a team; the Steinfeld Team.

Steinfeld Gallery Contact Information:

**Please email letter of interest/resume to Deborah Gillis, Janny Taylor and Chris Leighton.
Thank you.**

Deborah Gillis, Director of Special Projects / gillisdeborah@gmail.com / 503.260.3753

Janny Taylor, Director, Steinfeld Gallery / janny@WAMOTucson.org / 917.312.0005

Chris Leighton, Executive Director / ChrisL@WAMOTucson.org