

A BENEFIT FOR EAST SIDE HOUSE

THE WINTER SHOW/2022

The Winter Show is the leading art, antiques and design fair in America, featuring 68 of the world's leading experts in the fine and decorative arts. Held at the historic Park Avenue Armory in New York City, the fair highlights a dynamic mix of works dating from ancient times through the present day and maintains the highest standards of quality in the art market.

All net proceeds from The Winter Show benefit East Side House Settlement, a nationally recognized community based organization in the South Bronx. Interns will develop hands-on experience and detailed insight into the operation of a major international fair and charity benefit that has raised millions in critical funds for its beneficiary.

RUN-OF-SHOW INTERN ROLES

The internship program of The Winter Show is designed to familiarize interns with the fair business through exposure to all aspects of an internationally recognized show. Interns may rotate between different roles during the run-of-show, but candidates are strongly encouraged to indicate their preferred interests with management when applying.

The fair runs from January 20 – January 30, 2022. Run-of-show interns are expected to begin orientation on January 17 and work full time from January 18 to January 31, with late hours during the days with special events. In case of special circumstances, the Show is happy to accommodate student schedules.

Production Interns

Production interns play a vital role in ensuring the show runs smoothly. They will report to Head of Production and assist with behind-the-scenes support for the Show.

Tasks include but are not limited to:

Overseeing exhibitor empty and vetted storage, serving as a liaison between exhibitors and build team, tracking and accepting deliveries, overseeing the exhibitors lounge, event set up (e.g., moving tables and chair), communicating any issues, complaints or needs with both the Head of Production as well as the Executive Director.

Production interns should be available at least part-time during build out to assist with tasks onsite (January 12 - 20), during load out (January 30 - 31), and for daily windows throughout the Show.

Events Interns

Event interns will report to the Special Events Coordinator and be responsible for assisting with all public events at the Show including Opening Night Party, Young Collectors Night, Museum Night, Connoisseurs Night, as well as various lectures, panels, and private events. These are very public-facing roles, with strong customer service required.

Tasks include but are not limited to:

Managing RSVP lists / check-in for small events, liaising with AV team to ensure all AV needs are met and prepared in advance, managing A/V during events, working with catering team to ensure room set-up and catering is correct, and possible possible coat check support on big nights.

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Vetting Interns

Vetting interns will work with the Vetting Coordinator to ensure that all items in booths are properly labeled according to the standards set forth by the Vetting Committee. They will perform periodic spot checks and assist in ongoing vetting throughout the fair. Vetting Interns must be available onsite full-time for Vetting Day on January 19, should be available for onsite review and training for several hours on January 18, and sporadically through the show.

Office Manager Interns

The Office Manager Interns will report to the Executive Director and Project Manager.

Tasks include but are not limited to:

Fielding exhibitor requests, oversight of exhibitor services (printing, computer, etc.), answering phone calls, monitoring the show office during run of show.

Media Interns

Media interns will report to the Project Manager & Executive Director and assist in promoting the Show on all social media channels, in addition to liaising with our PR team.

Tasks include but are not limited to:

Updating Instagram (stories & timeline, engage with followers / exhibitors / partners), Facebook, and Twitter; photographing the Show for use on social media and emails (shot lists to be shared by management), preparing materials and drafting copy for daily Show emails (Mailchimp), manning the press desk when PR team is not present

QUALIFICATIONS

- Background in Art Business, Art History, Arts Administration and relevant fields preferred, but not required
- Attention to detail is critical
- Strong organizational skills and ability to multitask
- Able to perform under pressure
- Fluent in English with excellent verbal and written communication skills
- Flexible and highly motivated self-starter
- Proficiency in Microsoft Office, Photoshop/Illustrator, Mac computers, MailChimp, WordPress, social media
- Positive and professional demeanor. Bonus for strong customer service.

Please email resume and cover letter to office@thewintershow.org with the subject line "TWS 2022 Run-Of-Show Internship." Please also indicate all known availabilities during show dates.