



## Community Internship Collaboration Business Proposal

Spring, 2020

<b>Organization name</b>	Fuller Lodge Art Center
<b>Mentor/Contact name</b>	Ken Nebel
<b>Address</b>	2132 Central Avenue, Los Alamos, NM 87544
<b>Phone number</b>	1(505)662-1635
<b>E-mail address</b>	director@fullerlodgeartcenter.com
<b>Organization website</b>	<a href="http://www.fullerlodgeartcenter.com">www.fullerlodgeartcenter.com</a>
<b>Describe your organization</b>	The Fuller Lodge Art Center serves the community of Los Alamos and greater region by providing participants with creative opportunities and artists of all levels and backgrounds with opportunities to display, sell, and promote their work as well as providing creative spaces to educate about and create visual arts.
<b>Internship title</b>	Gallery Intern
<b>Specific days/hours (if applicable)</b>	We are open 10 AM- 4 PM Monday-Saturday, and it would be best to have an intern during those times. I am unavailable to mentor on Fridays, but a self starting intern could certainly come in in my absence.
<b>What will the student learn from the internship?</b>	Student will learn the day to day requirements for running a small business and will more specifically learn to work with the public as a hospitality docent and with clients on inventory and feedback requests. Student will learn basic visual arts terminology and how to work with creative personalities.
<b>What does your business need that a student intern can impact?</b>	The Fuller Lodge Art Center needs support in the gallery space with the public and in supporting our artists through periodic inventory evaluations and gathering artist feedback.
<b>What project(s) will the intern work on?</b>	Intern will work with director and gallery shop manager to work with public as a hospitality docent and will also work hand in hand with artists to manage and display artwork. Intern will specifically complete docent training and conduct several merchandise evaluations for gallery artists.
<b>What skills are required for this internship?</b>	Excellent time management and people skills are a must. Competency in addition and subtraction and basic computer skills a plus.

<b>What final deliverables will the student produce?</b>	Student will complete docent training and deliver at least 10 merchandise evaluations for different artists by the end of internship.
<b>How would you describe the primary purpose of this project? (Select one)</b>	<input type="checkbox"/> Computer Science/IT <input type="checkbox"/> Science (Biology, Chemistry, Environmental) <input type="checkbox"/> Marketing/Communications <input type="checkbox"/> Project Management <input type="checkbox"/> Accounting/Finance <input checked="" type="checkbox"/> Other
<b>If "Other", please specify</b>	Hospitality: This position would include working as a docent with the public, handling inventory, and some marketing and communications work.
<b>Any additional information you would like to share?</b>	<a href="#">Click here to enter text.</a>