



2010 Internship Guide

The Soap Factory is a terrific place to volunteer. Those looking to get more involved may apply for our internship program. Internships are available to current as well as new volunteers. All interns and volunteers must be at least 18 years old.

All of The Soap Factory's internships are either project-specific or closely linked to our exhibition schedule. In this model, interns and their supervisors set a schedule based on projects or exhibitions, instead of adhering to a rigid hourly/weekly schedule. All interns are required to work a minimum of 10 hours per month, with a greater number of hours required during peak exhibition or project periods.

Available internships are listed below. This list will be updated as subsequent internship positions become available. The following timeline may help you plan ahead if you are interested in applying for an internship at The Soap Factory. Please feel free to contact Lillian Egner, Manager of Volunteer Programs with any questions at Lillian@soapfactory.org

2010 INTERNSHIPS

Installation Internships - **deadline Feb. 1st**

Facilities Management Internship - **deadline Feb. 1st**

Soap Factory Gallery 4 (SFG4) Associate Producer - **deadline March 15th**

Marketing and Data Analysis Internship- **deadline March 15th**

Artery 2010 Internship position open - **deadline March 30th**

Public Relations and Database Management Internship - **deadline April 15th**

Ten Second Film Festival Internship - **deadline April 15th**

Development Internship - **deadline April 30th**

Haunted Basement Construction Internships - **deadline April 30th**

Haunted Basement Costuming Internship - **deadline May 15th**

Publishing and Book Arts Internship for H.O.T. - **deadline June 5th**

About The Soap Factory Internships

- Hours:** All internships require a minimum of 10 hours per month. For some internships, which are project-related, you may need to put in more hours during certain weeks. (For example, working on a special event or installation)
- Supervisors:** Internships at The Soap Factory are coordinated with our staff and the Manager of Volunteer Programs (Lillian Egner). Each intern is assigned to a specific staff supervisor. This supervisor provides training and works with the intern to schedule their duties. The Manager of Volunteer Programs provides additional support for all interns if needed.
- Requirements:** Each intern role requires a certain skill set and level of experience. Each internship description includes information about an applicant's qualifications.
- How To Apply:** All applications may be directed to Lillian Egner, Manager of Volunteer Programs. Applications are accepted via mail or email:
- Attn: Lillian Egner
514 2nd St SE
Minneapolis, MN 55414
- or
- lillian@soapfactory.org
- Applications:** Please include a cover letter and resume when applying for all internships. Please note which internship you are seeking in the cover letter.
- Interviews:** Interviews are held approximately one week after the application deadline. Applicants will be contacted by phone for interview scheduling.



2010 Internship: Installation Team Lead

Application Deadline: February 1st

Internship Start Date: February 15th

Internship End Date: November 30th

Description:

The Soap Factory is seeking a team of qualified individuals to serve as Installation Team Leads during the 2010 season. The gallery's focus on site-specific work and risk-taking contemporary art makes The Soap Factory an ideal place to experience art first-hand. Our 48,000 sq ft building gives artists endless possibilities and stunning results.

Each installation during The Soap Factory's season presents new and exciting challenges to our staff and volunteer corps. The Installation Team Leads work directly with artists and supervise volunteers during the installation periods. The interns work directly under The Manager of Volunteer Programs and The Building and Installation Manager (Soap Factory staff). This position allows for a unique experience of art making and a terrific platform to develop skills.

Responsibilities:

- Hours required: Average of 15 hours per month
- Work directly with the Manager of Volunteer Programs, Building and Installation Manager, visiting artists, staff, and volunteers
- Assistance and project leadership during installation periods
- Maintenance support in preparation of the gallery space
- Building inside of the gallery space requiring use of power tools and some heavy lifting
- Practice and oversight of good waste management within the gallery during installation periods

Education: No formal education required. Must have a keen interest in contemporary art and experience in building and fabrication.

Experience/skills/knowledge/ability: Must have some experience with a variety of power tools. Some construction and basic carpentry experience either from artistic practice or personal/job experience is required. Some heavy lifting required. Fixture fabrication and practical problem solving skills a must. Must be email proficient for scheduling purposes.

Equipment Operation: Drills, table saw, jigsaw and many more.

Please apply by February 1st:

Please send a resume and letter of interest to Lillian Egner, Manager of Volunteer Programs, [lillian\[at\]soapfactory.org](mailto:lillian[at]soapfactory.org) OR mail to 514 2nd St SE, Minneapolis MN 55414



2010 Internship: Building and Facilities Management

Application Deadline: February 1st

Internship Start Date: February 15th

Internship End Date: November 30th

Internship Description:

The Soap Factory is located in the historic National Purity soap factory near the riverfront in Minneapolis. This building, in its more than 100 years of life, has gone through many different tenants. The Soap Factory now occupies the space as a leading Twin Cities arts organization. Each year The Soap Factory's staff and volunteers tackle challenges in restoring and maintaining the building and the arts organization within.

The Soap Factory is seeking an individual to serve as our Facilities Management Intern. This position focuses on the historic building and the needs specific to an arts organization. We host large-scale international exhibitions, house artist studios, hold events and see over 20,000 visitors each year. The 48,000 sq ft building is at the forefront of everything we do and the corner stone of every program here at The Soap Factory. This position gives you the unique opportunity to experience every facet of a vibrant arts community. You have the opportunity to learn valuable skills from direct, hands-on experience.

Responsibilities:

- Hours required: average of 15 hours per month
- Work directly with our Building and Installation Manager
- Maintenance and organization of our woodshop
- Leadership during exhibition installation periods, working with a team of installation interns
- Building projects encompassing: carpentry, plumbing, electrical, heating, and landscaping
- Participation with gallery maintenance on weekends

Education: No formal education required. Must have a keen interest in contemporary art and some experience in building and fabrication.

Experience/skills/knowledge/ability: Must have some experience with a variety of power tools. Some construction and basic carpentry experience either from artistic practice or personal/job experience is required. Some heavy lifting required. Basic computer skills (MS Excel, Email).

Management/supervisory experience is preferred. Fixture fabrication and practical problem solving skills a must.

Equipment Operation: Drills, table saw, jigsaw and many more.

Please apply by February 1st:

Please send a resume and letter of interest to Lillian Egner, Manager of Volunteer Programs, [lillian\[at\]soapfactory.org](mailto:lillian[at]soapfactory.org) OR mail to PO Box 581696, Minneapolis MN 55458



**2010 Internship: Soap Factory Gallery 4 Associate Producer
(SFG4 Associate Producer)**

Application Deadline: March 15th

Internship Start Date: April 1st

Internship End Date: November 30th

The Soap Factory produces its own cable television show monthly, Soap Factory Gallery 4 (SFG4). This television show is an in-depth look at the current and historical happenings at the gallery. Started in 2004, SFG4 has provided a valuable resource and platform for The Soap Factory's artists and audience to engage with the gallery beyond the scope of a typical gallery.

The Soap Factory is seeking a committed intern to assist in filming and editing the monthly program. This internship is a terrific opportunity to both hone skills like interviewing and editing but also to immerse yourself in our thriving arts community. The SFG4 Associate Producer is an intern who is passionate to learn about The Soap Factory and explore our extremely varied season of programming. Anyone with a film/media arts background is welcome to apply.

Position Responsibilities:

- Assist the Soap Factory Gallery 4 producer with all aspects of show production.
- Attendance during installation periods, openings and special events for video filming purposes.
- Create and produce segments for SFG4 TV show.
- Develop and improve the quality of content for The Soap Factory YouTube Channel.
- Help to edit SFG4 TV show.

Qualifications:

Education: a bachelor's degree or extensive training related to video/film is a requirement.

Experience/skills/knowledge/ability: Must be computer proficient and video camera proficient. Must be comfortable with interviewing and basic camera work. Must have computer-based video editing experience.

Software/Experience: Final Cut (Pro/Express) experience required. Some knowledge of broadcast quality sound is preferred. An in-gallery handy cam will be available for use at any time that the SFG4 AP deems appropriate.

Please apply by March 15th:

Please send a resume and letter of interest to Lillian Egner, Manager of Volunteer Programs, lillian[at][soapfactory.org](mailto:lillian@soapfactory.org) OR mail to 514 2nd St SE, Minneapolis MN 55414

SOAP FACTORY

Research and Data Analysis Internship

Application Deadline: March 15th

Internship Start Date: April 1st

Internship End Date: November 30th

The Soap Factory, one of the Twin Cities' largest centers for emerging, contemporary art, is seeking an intern to lead our marketing research in 2010. As a primarily volunteer-run organization The Soap Factory relies on talented interns to assist our staff and board of directors in many areas. In 2010, leading up to the launch of our capital campaign, The Soap Factory will be gathering important information from our visitors, analyzing that data, and applying it to our organizational needs. The Soap Factory is a 501(c)(3) non-profit and has over two decades of history in the Twin Cities art scene.

The Research and Data Analysis position will be directly under the supervision of the Manager of Volunteer Programs and work closely with the entire Soap Factory staff and marketing committee. While an arts background is not required, we do encourage those with an eagerness to learn about our gallery's mission and history to apply.

Position Responsibilities:

- Work with the Manager of Volunteer Programs and The Soap Factory's marketing team on research projects and data analysis throughout the season.
- Design and execute in gallery surveys including both a computer based survey and in person questionnaire.
- Work with other volunteers to supervise survey fielding and gather results.
- Consolidate and analyze data gathered working with marketing team to set goals for the gallery.

Education: A bachelor's degree or certificate is highly encouraged but not required.

Experience: Must be a confident communicator and representative of The Soap Factory. This position involves direct contact with our patrons and gathering important information. A qualified candidate will be extremely organized and punctual.

Software: MS Excel and Word. Must have reliable internet/email access.

Please apply by March 15th:

Please send a resume and letter of interest to Lillian Egner, Manager of Volunteer Programs, [lillian\[at\]soapfactory.org](mailto:lillian@soapfactory.org) OR mail to 514 2nd St SE, Minneapolis MN 55414



Public Relations and Database Internship

Application Deadline: April 15th

Internship Start Date: May 5th

Internship End Date: December 5th

The Public Relations (PR) and Database Intern is responsible for assisting the Program Manager in marketing The Soap Factory's programs, tracking press coverage, and maintaining The Soap Factory's database. This is an excellent opportunity to gain administrative and PR skills in an arts environment, and to become familiar with local and national media of all varieties. The PR and Database Intern will have the opportunity to write a press release, negotiate with local media outlets, conduct email marketing campaigns, and gain proficiency in Excel and FilemakerPro.

Position Responsibilities:

- Track all press coverage of The Soap Factory's programs and events (this includes both paper print and online content)
- Update and maintain PR mailing list (local, national, international)
- Maintain and update online listings for The Soap Factory
- Research radio and television opportunities for marketing The Soap Factory's programs and events
- Archive and file all press coverage of The Soap Factory
- Accurately update and maintain The Soap Factory's database
- Accurately update and maintain The Soap Factory's mailing lists
- Collate year-end press clippings
- Help with creation of press packets for potential sponsors

- Manage The Soap Factory's Newsletter through Constant Contact.

Qualifications:

Education: A bachelor's degree or certificate is highly encouraged but not required. Preferably someone with some administrative experience and an interest marketing and PR, and contemporary art.

Experience/skills/knowledge/ability: Must be computer proficient with some knowledge of social networking and blogging. Must be fully proficient in MS Office 2008 for Mac and comfortable with using/learning to use a Mac. Must be willing to pick up weekly and daily publications on a weekly basis, and monthly publications on a monthly basis. This position requires a high level of organization and attention to detail, as well as an ability to work independently and with the Program Manager to get the job done.

Software (some training provided): MS Word and Excel, Filemaker Pro, Google Docs, Social networking sites, Constant Contact

Please apply by April 15th:

Please send a resume and letter of interest to Lillian Egner, Manager of Volunteer Programs, [lillian\[at\]soapfactory.org](mailto:lillian@soapfactory.org)
OR mail to 514 2nd St SE, Minneapolis MN 55414



Ten Second Film Festival Internship

Application Deadline: April 15th
Internship Start Date: May 5th
Internship End Date: August 30th

Keenly anticipated each 4th of July, the Ten Second Film Festival is one of The Soap Factory's most prominent and highly attended summer events. The Ten Second Film Festival showcases the top 100 ten second films submitted for review and screens them at The Soap Factory after the St. Anthony Main fireworks. The general success of this event is largely dependent on an energetic, creative, and organized intern who assists the curator in all aspects of the film festival. The film festival intern's primary responsibility will be to maintain correspondence between filmmakers and The Soap Factory, assist in booking entertainment for the event, organizing received submissions, marketing, and coordinating The Soap Factory's volunteers during the event itself. This internship position is ideal for someone looking to gain both administrative and events planning experience in an arts non-profit.

Position Responsibilities

- Maintain email account, responding to filmmaker's inquiries
- Manage email correspondence between The Soap Factory and filmmakers
- Assist in booking M.C.s, Band, Half-time acts etc.
- Assist in review and selection of submissions
- Catalog accepted submissions and artist contacts
- Assist with marketing the event
- Point person for The Soap Factory's volunteers during the event. Must be available in the week leading up to and on July 4th
- Create mastercopy DVD of film festival
- Create and ship extra copies of film festival to filmmakers

Qualifications:

Education: Possess a bachelors degree or currently studying towards a BA in art, art history, non-profit management or a related field.

Experience/skills/knowledge/ability: Must be fully proficient in MS Office 2008 and be comfortable using Google Docs. Some experience with Adobe Photoshop is required. The candidate must be confident working with and managing volunteers in a busy setting. Administrative and time management skills are required. Good writing skills are a requirement for this position. Candidates with event planning experience are preferred. An interest in contemporary art and film is necessary and some video editing experience would be an added bonus.

Software/Hardware (some training provided): MS Office, Google Docs, Adobe Photoshop CS3, iPhoto, Final Cut Express, and Constant Contact.

Please apply by April 15th:

Please send a resume and letter of interest to Lillian Egner, Manager of Volunteer Programs, [lillian\[at\]soapfactory.org](mailto:lillian@soapfactory.org)
OR mail to 514 2nd St SE, Minneapolis MN 55414



Artery 2010 Internship

Application Deadline: March 30th

Internship Start Date: April 20th

Internship End Date: August 15th

Artery 2010 is a performance art event, which invites the audience to engage with performers over a series of evenings at The Soap Factory. Now in its third year the event has evolved from its original format of 24-hours, to four evenings of 6-hours with a different combination of performers each night. Artery 2010 will feature over 20 artists and the curators seek an enthusiastic and organized individual to join them in their exploration of new time-based terrain and fresh logistical considerations. The successful candidate must have a passion for multimedia performance art and preferably some curatorial experience or a background in technical theater. Any experience with video and audio production, on an amateur or professional level, will be considered an advantage. This position involves working with artists from a variety of different backgrounds with versatile needs; the successful candidate must possess excellent communication skills, a flexible outlook and amplitude for problem solving in time-pressed situations.

Hours:

Artery 2010 takes place on July 29th, 30th, 31st and August 1st from 6pm to 12am each day.

- April 20 – June 1 – 10 hours per month average
- June 1 – July 20 – 10 hours per week
- July 20 – August 2 – 15 hours per week
- August 2 – 15 – 4 hours per week

Position Responsibilities:

- Attend curatorial meetings
- Create and maintaining Artery 2010 file at The Soap Factory
- Collate and enter artist/technical information into the Artery 2010 database (Filemaker Pro, training can be supplied)
- Edit and collate artist biographies for presentation in the newspaper and other print materials
- Assist with newspaper circulation
- Supervise rehearsals (3 daytimes and/or evenings per week June – August 1st)
- Create additional signage for the Artery 2010 event
- Supervise volunteers during preparation and the evenings of the event
- Relief filming during the event (video camera provided)
- Learn to trouble-shoot Audio-Visual equipment and set-up certain staging areas prior to performance
- Assist with Artist thank you letters after the event
- Circulate and collate artists' surveys after the event
- Collect any press associated with the event

Qualifications:

Education: a bachelor's degree (or in progress). Equivalent experience in a performance related field may also be accepted.

Continued on next page.

Artery 2010 Internship Continued.

Skills/Knowledge/Abilities:

Excellent verbal and written communication skills required

Video/Audio production experience is preferred and/or a background in technical theater.

Software:

Must be proficient in MS Office, Google docs and Mac OSX. Experience with FileMaker Pro is a plus. We will also utilize Google Sketch-up, Adobe CS4 and Final Cut Express, experience with these programs is not a requirement would be of benefit (training will be provided).

Please apply by March 30th:

To apply send a resume and a letter of interest to Lillian Egner, Manager of Volunteer Programs,
lillian[at]soapfactory.org OR mail to 514 2nd St SE, Minneapolis MN 55414

SOAP FACTORY



Development Internship

Application Deadline: April 30th
Internship Start Date: May 20th
Internship End Date: October 10th

The Development Intern assists The Soap Factory with the \$99 Sale, the organization's annual fundraiser, as well as various development projects including mailings, sponsorship research, and prospect research and grant writing assistance.

Working with The Soap Factory's staff and board of directors to plan the \$99 Sale is a unique opportunity to explore non-profit fundraising and administration. This internship provides a platform to learn skills in a variety of areas. Planning an event of this scale requires a high level of commitment from the intern. The Development Internship is a rewarding way to get involved with the Twin Cities' arts community and gain valuable experience.

Hours: 15 hours per month on average. 30+ during run up to the \$99 Sale (September).

Job Responsibilities:

The \$99 Sale fundraiser:

- Assist with cataloguing original artworks
- Scan in and edit artwork images for online presentation.
- Attend all \$99 Sale Committee meetings (approx. 7 meetings).
- Distribution of flyers during the lead-up to the event.
- Assistance with the programming of the event; live music etc.
- Take a key role during installation and de-installation of the \$99 Sale exhibition.
- Important role during the event, assisting Development Director and Executive Director with the sale of artworks.

General Development work:

- Research funders and potential sponsors with the Development Director's guidance
- General administrative assistance

Qualifications:

Education: Possess an undergraduate degree or be currently studying towards an undergraduate degree in art, art history or arts administration.

Experience/skills/knowledge/ability: Must be fully proficient in MS Office. Some experience with Adobe Photoshop is desired. The candidate must be confident working with and managing volunteers in a busy setting. Strong writing skills are a requirement for this position.

Software/Hardware (some training provided): MS Office, Google Docs, Photoshop, iPhoto, Filemaker Pro.

Please apply by April 30th:

To apply send a resume and a letter of interest to Lillian Egner, Manager of Volunteer Programs,
lillian[at]soapfactory.org OR mail to 514 2nd St SE, Minneapolis MN 55414



Haunted Basement Construction and Fabrication Internship

Internship Deadline: April 30th
Internship Start Date: May 15th
Internship End Date: October 5th

The Soap Factory is seeking two Haunted Basement Construction and Fabrication interns to work as part of the installation team for the 2010 season. Design meetings are already underway for this year's installation, and fabrication will begin in May. At the end of the collaborative design process, during which the various environments that guests will encounter during the show move from concept to blueprints, the task of building the show begins. Interns will work closely with the installation team leaders on all aspects of the build.

The Construction and Fabrication internship provides a platform to develop new construction skills and gain an understanding of stage design. The Haunted Basement is a 12,000 sq ft experimental space with endless possibilities. The Soap Factory sees over 7,000 visitors during The Haunted Basement's run.

Responsibilities:

- An average commitment of 20 hours per month is required, with a greater time commitment during the final stages of construction
- Participation in design and planning meetings
- Hands on construction and fabrication work
- Assisting with A/V installation
- Supervising teams of volunteers during construction

Required skills: Applicants must have a basic knowledge of safe operation practices for various tools and equipment. Successful applicants will demonstrate that they are efficient and self-motivated, able to organize and work on multiple tasks simultaneously, and effectively communicate with supervisors and our volunteer team.

Preferred skills: Applicants with a background in construction, fabrication, set design/building, carpentry, or associated fields will receive additional consideration.

Please apply by April 30th:

Please send a resume and letter of interest to Lillian Egner, Manager of Volunteer Programs, Lillian[at]soapfactory.org or mail to 514 2nd St SE, Minneapolis MN 55414



Haunted Basement Costume Design Internship

Internship Deadline: May 15th

Internship Start Date: June 1st

Internship End Date: November 1st

The Soap Factory is seeking one Haunted Basement Costume Design intern to work as part of the costume fabrication team for the 2010 season. Curator and artist Liseli Polivka oversees all aspects of the year-round costume design and fabrication process. Interns will work directly with Liseli in all aspects of designing, problem solving, creating, and testing costumes for this year's show, culminating in the unique opportunity to have their creations seen by thousands of audience members in Minnesota's premier Halloween event.

The Haunted Basement Costume Design intern will be responsible for a large portion of our costume preparation and production during the months leading up to The Haunted Basement. During the performance run of The Haunted Basement in October the intern must have some availability to maintain costumes and coordinate costume use.

Responsibilities:

- An average commitment of 20 hours per month is required
- Participation in design and planning meetings
- Assisting in costume design process and developing costume concepts
- Fabrication of several complete costume designs
- Assistance in assembling all costumes for The Haunted Basement
- Maintaining the costume and dressing room space during the performance run
- Providing guidance to volunteer actors and their costume needs
- Repairing and maintaining costumes during the performance run

Required skills: Applicants must have some applied knowledge of sewing, pattern making and garment construction. Additionally, the successful applicant will demonstrate an interest in generating work that is challenging and experimental, effective communication skills, and ability to organize and execute tasks independently.

Preferred skills: Applicants with seamstress skills, a background in art or theater, particularly technical & wardrobe will receive additional consideration.

Please apply by May 15th:

Please send a resume and letter of interest to Lillian Egner, Manager of Volunteer Programs. Please include 3 jpeg or printed images of completed garment or costume projects. Lillian[at]soapfactory.org or mail to 514 2nd St SE, Minneapolis MN 55414



Publishing and Book Arts Internship for H.O.T.

Internship Deadline: June 5th

Internship Start Date: June 20th

Internship End Date: September 15th

Hot Off The (H.O.T.) is an independent, pop-up publishing house facilitated by Tiff Hockin and Ariel Pate of ARP!. During the Month of August The Soap Factory will host the H.O.T. project inside our gallery and provide support for this experimental publishing adventure. The Soap Factory is seeking a strongly motivated intern to assist the artists manage and facilitate the H.O.T. exhibition at The Soap Factory.

This internship offers an opportunity to learn about publishing, book binding and explore the widely expanding realm of book arts. The intern will play a key part in the physical production of limited edition books based on artist submissions. They will additionally help manage the exhibition space and interact with visitors during open hours. To learn more about the submission process please visit www.hotoffthe.net

Responsibilities

- An average commitment of 20 hours per month is required with increased hours August 1 – 22nd
- Working one-on-one with artists during the preparation and exhibition period
- Assisting in the intake of submissions
- Handling book assembly and binding
- Working with basic layout strategies in Adobe InDesign and Photoshop
- Assisting with the installation and de-installation of the publishing house exhibition space
- Supervising small teams of volunteers during exhibition hours
- Managing the exhibition and production space during exhibition hours

Education: A bachelors degree is desired but not required. Coursework in studio arts, book arts and graphic design are highly recommended.

Preferred Skills: Book binding or book arts experience is highly desired. Knowledge of the Adobe CS, in particular InDesign and Photoshop will receive additional consideration. The Intern must be able to learn new, complex skills and execute them with accuracy. An ideal candidate will have excellent craft skills and attention to detail.

Please apply by June 5th:

Please send a resume and letter of interest to Lillian Egner, Manager of Volunteer Programs, [Lillian\[at\]soapfactory.org](mailto:Lillian[at]soapfactory.org) or mail to 514 2nd St SE, Minneapolis MN 55414