

2026 Syracuse University Summer Internship Program La Casita Community Art Gallery Job Description

Student intern(s) will:

- Receive an introduction to the La Casita Community Art Gallery
- Shadow La Casita employees in their day-to-day operations
- Learn about how the La Casita Community Art Gallery works with other departments at the university
- Learn about and be held to workplace expectations including, but not limited to:
 - Arriving on time
 - Reporting to a supervisor
 - Following directions
 - Being held accountable to colleagues and supervisors

Summer 2026: All student interns will earn \$16.00 per hour worked. The position will begin on July 1 and run until August 7. Students will work Monday through Thursday from 8:30 a.m. to 3:30 p.m.

Student(s) will work in the following location:

**La Casita
109 Otisco St.
Syracuse, NY 13204**

Responsibilities are specific to location, but may include:

- Being trained in best practices for La Casita team members
- Assisting with space preparation and setup for exhibit installations, including the deinstallation of the current shows, wall repair and repainting of the gallery, overall reconditioning of spaces, and reorganizing of storage and workshop areas
- Word processing, maintaining documents, and updating paperwork
- Managing files and recording information
- Working collaboratively with faculty and staff
- Additional duties, as needed

Required Qualifications:

- A good candidate for the job is eager to learn, a good listener, and able to work independently once they are given the tools and direction to do so
- The ability to read, write, follow instructions, and communicate clearly

Other Requirements:

- Operation of necessary equipment in relation to job
- Wear work appropriate dress (no denim, shorts, open-toe shoes, etc.)