

The Little Gallery of San Bernardino

Position Title: Digital Content Provider

Position type: Internship

Supervised/Mentored by: Andrew K. Thompson

Salary: Unpaid

Hours: 5 hours per week

Location: 459 W. 4th St. Suite #12 San Bernardino, CA 92401 and some remote

About The Little Gallery of San Bernardino (TLGSB): The Little Gallery was started by Cal State San Bernardino adjunct professor Andrew K. Thompson (Gallery Director) and local artist, Eric Servin (Gallery Manager). Their mission is to spotlight curated, contemporary art from San Bernardino County and beyond. In addition to the Gallery Director and Manager, TLGSB has a Media Content Manager, a Chief Financial Officer, and a Graphic Design team.

Purpose of the Position: Successful candidates will work closely with the Media Content Manager and the Gallery Director to create, upload, and manage content across TLGSB online platforms. The Gallery Director and the Media Content Manager will guide you to cover specific aspects of each exhibition via still/moving images, audio recordings, and/or text posts. The purpose of this position is to generate directed content that further enhances the promotion of The Little Gallery and the artists it exhibits.

Responsibilities & Duties: Duties will include but are not limited to Photography, Videography, Audio recording, Photo/Video/Audio editing. Help create podcasts, videocasts, and blog posts. Work closely with Media Content Manager to create and manage exclusive content for Patreon members, provide content for TLGSB.

Training: You will be taught techniques to photograph artwork properly, you will be taught audio and video editing techniques, and have the opportunity to contribute to online presence of TLGSB.

Requirements: The ability to work with the team for a common goal, have a DSLR and/or video camera, familiarity with internet culture, ability to use Adobe programs (Lightroom, Audition, Premier, or equivalents), familiarity with online content creation, strategies, and platforms.

Application Procedure:

Send resume and cover letter to [TheLittleGallerySB@gmail.com](mailto:TheLittleGallerySB@gmail.com)