



[jobs@adrianpiper.com](mailto:jobs@adrianpiper.com)

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## Job Description: INTERNSHIP

We are always seeking interns to help with all aspects of the work at APRAF: clerical data management, archival, registrarial & art handling, research, work production and practical assistance. Prior work experience in these areas is desirable but not required.

### 1. Minimum Job Requirements:

- 1.1. Curriculum Vitae
- 1.2. Two active job references with current contact information
- 1.3. Fluency in written and spoken English and Hochdeutsch
- 1.4. Strong sense of honesty, personal responsibility, and initiative
- 1.5. Familiarity with the following communications media:
  - 1.5.1. Apple MacIntosh Laptop OSX.6 or higher
  - 1.5.2. Mac-compatible Microsoft Office 2004 and higher
  - 1.5.3. Adobe Creative Suite CS2 (Photoshop & InDesign) and higher
  - 1.5.4. Mac-compatible Filemaker Pro 7

### 2. Work Responsibilities:

The intern is obligated to heed and to follow training instructions, and to respond constructively to performance critique; to treat all objects entrusted to him or her carefully and according to the instructed procedures; and to discharge assigned tasks and duties conscientiously and in a timely manner.

### 3. Hours:

The initial term of the internship is three months minimum. The internship can be extended beyond the three-month limit by explicit written agreement. The intern is on call and available for work at APRAF roughly 40 hours/week on average, Monday through Friday and, when necessary, Saturday by explicit agreement. The actual hours worked do not exceed 10 hours/week on average.

### 4. Remuneration:

The first six weeks of internship activity constitute a trial period during which the intern receives no financial compensation. During this period, either party can terminate the arrangement without prejudice, and with five workdays' notice. Thereafter the compensation is €300,00/month, payable by direct transfer according to invoiced bank details.