

Internship/Job Title: Administrative Events/Gallery Intern

Paid/Unpaid: Paid

(If applicable) Rate/Stipend: \$150/wk

Credit Available: N

If yes: HS __ College __

Duration/Dates/Semester: All year. Will work with any timeline.

Total Hours per week: 10

Company/Organization Name: Center for Peace Through Culture

Work Location: 137 Front Street, Housatonic, MA

Remote Work Available: Some, but most of the work required will be on location

Company/Organization Description (and mission):

Cultural Arts Center holds art exhibitions, workshops, events, performances, educational classes, and community outreach.

Their mission is to use arts as a vehicle to inspire and cultivate more peaceful selves and communities.

Their vision is to empower the creativity of individuals and inspire intersections for the benefit of all.

Reports to: Executive Director

Description of Duties:

- Assistance with the preparation, installation, and dismantling of exhibitions and/or events
- Assistance with creating exhibition labels, price lists, and exhibition materials
- Upkeep and organization of art/exhibition files
- General document creation, formatting, printing
- Front desk, greeting guests, talking about exhibitions and events
- Processing orders, ticket/registration management
- Fielding inquiries, requests, and project proposal forms
- Designing flyers, social media posts, and other communications materials

Learning Outcomes:

Interns will gain advanced skills in exhibition design, graphic design in multiple applications, written and verbal communications skills, social media and web strategies, and will learn about all stages of community work from ideas to execution, partnership-building, and person-to-person engagement.

Skills/Competencies Required: Some design skills preferred, comfortable engaging visitors.

How to apply and available until: Email info@centerforpeacethroughculture.org using the Subject Line: Internship Application