

COMMUNICATIONS INTERNSHIP OPPORTUNITY

ABOUT US

Villa Victoria Center for the Arts is a non-profit arts and culture center dedicated to preserving, promoting, and celebrating Latino arts and artists, and creating dynamic cross cultural collaborations. Our center includes: a main hall/theater, a dance studio, a visual arts studio, and an art gallery (LA GALERÍA at Villa Victoria Center for the Arts).

Villa Victoria Center for the Arts is a program of Inquilinos Boricuas en Acción (IBA), a non-profit organization that since 1968 has been dedicated to increasing the social and economic power of our community through education, economic development, technology, and arts programming.

We are located in the heart of Villa Victoria, at 85 W. Newton Street (between Tremont Street and Shawmut Avenue).

COMMUNICATIONS INTERN

Starting Date: ASAP | **Salary:** School Credit Available | **Hours:** Minimum of 15 – 20 hours/week

Villa Victoria Center for the Arts is recruiting creative, committed, and self-starting individuals with strong interpersonal skills to be Communications Interns. These interns will help with press management, press releases, press kits, relationship building, expanding brand recognition, and proactively finding new effective ways to expand our organization's recognition and community awareness. Interns will be heavily involved in outreach, street teaming, creating a program logic model and finalizing a press database.

RESPONSIBILITIES

- Coordinate Public Relations
- Manage database that includes media, donors, clients, partners, vendors, etc.
- Solicit donations
- Archive materials for use in fundraising, etc
- Administrative tasks, including preparing mailings, returning phone calls, street teaming and selling tickets to events

SKILLS AND QUALIFICATIONS

Qualified candidates will have (or be close to completing) a BA or MA in Communications, Public Relations, or related field. Must be able to function effectively and meet deadlines in a multi-task environment with an ability to work independently and be self-motivated with an entrepreneurial approach.

Candidate must be capable of creative, persuasive, and passionate written and oral communication, and have strong working knowledge of the Internet and Microsoft Office. Knowledge of or significant interest in Latino arts and culture a must. Spanish preferred but not a requirement.

TO APPLY

Please send a resume and a cover letter to F. Javier Torres, 85 W. Newton Street, Boston, MA 02118 or e-mail it to JTorres@iba-etc.org, or fax it to 617.927.1781. Please call 617.927.1737 with any questions.