

NON-PROFIT ARTS EVENT 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).

NON-PROFIT ARTS EVENT 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 leadership and organizational skills to be Non-profit Arts Event Interns. These interns will work with the staff of Villa Victoria Center for the Arts to assist with the coordination of all events at the facility, including the planning, organizing and controlling of events to meet contractual obligations and quality customer service standards.

RESPONSIBILITIES

- Conduct client “intake” session providing a tour, assuring completed application is received and verifying dates with managers for availability
- Assist with maintenance of calendars through data entry and proper processing of files and applications
- Meet with user groups to provide information and guidance to the client in order to obtain accurate event specifications
- Prepare and review event agendas and confirm that all services and necessary preparations are in order
- Supervise, direct and coordinate the activities of personnel, subcontractors and vendors as required to successfully execute the assigned events at the facility
- Coordinate client service needs with catering and audio-visual concessionaires, security and other requested services
- Supervise, monitor and control event billing per client contracts; act as a liaison for the client to ensure successful execution
- Develop and maintain effective relationships with service contractors and other suppliers of event services

SKILLS AND QUALIFICATIONS

The qualified applicants will have (or close to completion) a BFA or MFA degree, or a BS or MBA in Management, Business, or related field. Previous experience or internship in event management is desirable. Must be organized and be able to meet deadlines in a multi-task environment with an ability to work independently and be self-motivated. Candidate must have strong working knowledge of the Internet and Microsoft Office. Evening and weekend availability is required. 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.