

NON-PROFIT/ARTS FUNDING 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 FUNDING INTERN

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

Villa Victoria Center for the Arts is recruiting a creative, committed, and self-starting individual with strong writing skills to be the Arts Fundraising Intern. This intern will assist in identifying and diversifying Villa Victoria Center for the Arts programs' funding base, while also researching information, structuring and writing grant proposals, concept papers and helping to develop new projects.

RESPONSIBILITIES

- Write grant proposals and concept papers for established and new programs and services
- Assist in the development of new sustainable projects/programs in the areas of exhibits, performances, community arts and technology
- Research information in the areas of social justice, education, demographics, youth development, elder affairs, information technology, arts, etc. for successful programs and grant applications
- Research new funding sources (individuals, government, private foundations, corporate, etc.)
- Create a database of constituents for our clientele
- Assist in the development and implementation of an arts funding calendar

SKILLS AND QUALIFICATIONS

Qualified Candidates should have (or be close to completion) a BS in Business Development 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. 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 issues related to youth development, Latino arts and culture, Internet technology, elder affairs, community development, pedagogy etc. are a plus. Knowledge and experience in of fundraising, grant-writing, event planning and marketing a plus. 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.