

GALLERY ASSISTANT 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).

GALLERY ASSISTANT 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 ability and organizational skills to be Art Gallery Assistants/Interns. These interns will work with the Curator and Manager of LA GALERÍA at Villa Victoria Center for the arts to assist in day-to-day operations of the gallery. Gallery operations include assisting with exhibits as necessary, staffing front desk to monitor incoming traffic, giving tours of exhibits and being fully informed on artist's and their work.

RESPONSIBILITIES

- Work with staff of Villa Victoria Center for the Arts to man the gallery days, evenings and weekends
- Complete research on artists and exhibits in order to be fully informed and able to conduct tours and discuss exhibits with guests
- Monitor all in-coming traffic to LA GALERÍA at Villa Victoria Center for the Arts, and assisting with enforcement of center rules
- Assist the curator as necessary for exhibit logistics, “move-in” and “move-out”
- Assist with outreach to engage the Villa Victoria community in our exhibits and events
- Other general administrative tasks as needed

SKILLS AND QUALIFICATIONS

The qualified applicants will have (or close to completion) a BFA or MFA degree or a BA or MA in education, arts administration, art history, or related field. Previous experience or internship in a non-profit arts organization or similar environment is desirable. Must be organized and be able to function effectively and meet deadlines in a multi-tasking 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 the arts community, Latino arts and culture, Internet Technology, community affairs, community development, pedagogy etc. are 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.