

## ADMINISTRATIVE/MARKETING 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).

### ADMINISTRATIVE/MARKETING 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 interpersonal skills to be Administrative/Marketing Assistants. These interns will help the staff of Villa Victoria Center for the Arts manage and market rental opportunities, performances, concerts and programs.

### RESPONSIBILITIES

- Administrative tasks, including preparing mailings, returning phone calls, and selling tickets to events
- Prepare and manage press releases and other media coordination
- Conduct outreach including posting fliers, e-mail blasts, faxes and direct mailing, as well as research on ways to further Villa Victoria Center for the Arts visibility in the community and the press
- Assistance ranging from artist hospitality to logistics
- Development and grant support (including research and data gathering)
- Supervise LA GALERÍA at Villa Victoria Center for the Arts and other tasks as needed

### SKILLS AND QUALIFICATIONS

The qualified applicants will have (or close to completion) a BS or MBA degree Marketing, Advertising, Business, or related field. Previous experience or internship in event management is desirable. Must be able to function effectively and meet deadlines in a multi-task environment with an ability to work independently and be self-motivated. Excellent inter-personal skills and the ability to deal with a diverse population. Knowledge of or significant interest in Latino arts and culture a must. Candidate must be capable of creative, persuasive, and passionate written and oral communication, and have strong working knowledge of the Internet and Microsoft Office. 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](mailto:JTorres@iba-etc.org), or fax it to 617.927.1781. Please call 617.927.1737 with any questions.