

Organization: Cambridge Arts Council
344 Broadway, 2nd floor
Cambridge, MA 02139



Contact: Julie Madden, Director of Community Arts
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Internship Position: Community Arts Assistant

Description: The Cambridge Arts Council (CAC) views the internship program to be a growth opportunity for both the intern and the agency. CAC Community Arts Assistant Interns will be under the supervision of the Director of Community Arts and will work very closely with a variety of professionals in different fields including government & city agencies, local businesses, cultural & community organizations, artists, and more. Interns will assist in the implementation of CAC Community Arts Programs such as Cambridge Open Studios, Cambridge River Festival, Poet Populist and Summer in the City as needed, tasks may include but are not limited to: communicating with artists and community members, creation and distribution of materials, conducting audience surveys, tracking proposals and activities, creating contracts, scheduling and booking events, maintaining budgets, etc. The CAC staff will work with the intern to identify one or two of the project based areas below to focus on based on his/her strengths and ambitions.

**Two positions are available and ready to be filled immediately.
Positions are specific to select projects and/or programs (see list below).
These are unpaid part-time (15-25 hours per week) internship positions.**

Projects & Programs:

- ❖ CAC's Grant Program Facilitation (including communicating with applicants, creation and distribution of grant materials, tracking of grant proposals and activity, assisting in grant panel review process, etc.)
- ❖ Poet Populist Nomination Process Administration (including updating materials & website, soliciting and processing nominations, working with local poets to arrange readings and collect information, participating in and assisting with nomination process, etc.)
- ❖ Cambridge Open Studios Coordination (including updating registration form on the CAC website and other related materials, create and distribute call to artists, sit on advisory panel, etc.)
- ❖ Cambridge River Festival Preparations (including soliciting sponsorships, conducting performer research, communicating with stage hosts and performers, coordinating with key personal, building contracts, maintain budgets, etc.)
- ❖ Grant and Sponsor Research (including grant writing, solicitations, & outreach) for the Cambridge Open Studios, Cambridge River Festival and Summer in the City programs.
- ❖ General Office Duties (including processing Street Performer Permits, maintaining databases, updating web pages, and assisting in audience development research, etc.)

Requirements:

- ❖ Excellent organizational skills with great attention to detail
- ❖ Very strong written *and* verbal communication skills
- ❖ Familiarity with Windows Operating Systems and MSOffice software
- ❖ Experience with graphic design programs (Photoshop, InDesign) highly desirable
- ❖ Arts background and office experience preferred
- ❖ Ability to work independently
- ❖ Creativity & sense of humor

To Apply: Submit a letter of interest and a resume to name and e-mail address above.

For more information about the Cambridge Arts Council please visit www.cambridgeartscouncil.org