Gastronomy Program Outreach and Events Internship Opportunity

Overview: The Gastronomy Program offers a master’s degree in Gastronomy, and Food Studies Graduate Certificate, both rooted in the liberal arts. Our classes offer a rigorous, interdisciplinary approach to food studies which pairs opportunities for experiential learning with a core curriculum that includes courses areas such as Food History, Anthropology of Food and Food and the Senses. Students in the program hone critical and analytical thinking, problem-solving, and communication skills necessary to tackle complex food issues, and develop a deep understanding of food in the context of arts, humanities, natural sciences, and social sciences. Graduates of the program have established careers in fields such as food writing, publishing, public policy, food advocacy, food consulting, entrepreneurship, and education.

Position Description: We hope you will consider joining our small team to assist with preparing marketing materials and plan activities to increase the program’s visibility, both with prospective students and with communities of professionals, scholars, activists and others who do food-related work.

This position reports to the Manager of the Gastronomy Program. Hours are flexible and can be scheduled within regular business hours (9 AM to 6 PM, Monday through Friday). Some work may be completed remotely. The Gastronomy Program is located in the first floor of the Fuller Building, at 808 Commonwealth Avenue.

Responsibilities may include:

Program Outreach
- Assist with the design and production of posters and flyers to promote awareness of the program
- Conduct research to create a target list of contacts at specific programs and departments at other North American colleges
- Conduct research to develop a target list of contacts at Boston-area food related organizations (such as Boston Public Market, America’s Test Kitchen, Oxfam International, Boston Chefs, Boston Area Gleaners).
- Support on execution/distribution of materials

Program Events
- Assist in preparation and distribution of posters and flyers for lectures and other public events
- Assist in distribution of materials to other BU departments and programs
- Curate list of upcoming Boston–area food related events
- Attend events as schedule allows

Desired Skills
- Excellent written communications skills
- Strong organizational skills and attention to detail
- Time-management skills and ability to meet project deadlines
- Ability to use Microsoft Office and Google Docs
- Knowledge of Graphic design software (Adobe Illustrator, Photoshop, InDesign, Canva) would be helpful
- An interest in photography would be helpful

Professional Growth and Development

You can expect to leave the experience with a stronger understanding or ability for the following:
- Written communication skills
- Team collaboration (live as well as virtual)
- Time management and organizational skills
- Project management skills
- Online research skills
- Expanded knowledge of the landscape of food-related organizations in the Boston area
- An understanding of the field of food studies and expanded knowledge of food-related career options