Internship Opportunities – SPRING 2012

The Photographic Resource Center at Boston University offers internships that provide insight into the inner workings of non-profit visual arts institutions. Those with an interest in photography, visual arts, exhibitions, and/or arts administration are encouraged to apply.

Available SPRING 2012 internship positions:
Arts Administration Intern / Intern to Program and Events Manager

Please note that although internships have concentrations, the work will not always be within the specified concentration.

General internship duties include (but are not limited to) daily office tasks, database maintenance, preparation for our annual auction, monitoring the gallery, and help with exhibitions, opening receptions, lectures, and special events. Interns also write book and exhibition reviews for the PRC’s blog, www.bostonphotographyfocus.org.

Hours are flexible, minimum 2 days/week commitment; the PRC office is open M-F 9:00am-5:00pm.
Tasks include (but are not limited to) maintaining membership database, compiling member and special event statistics, processing memberships and donations, assisting with Connections and Institutional Member Programs, assisting with planning and execution of PRC lecture series/workshops/PRC Nights/exhibitions (specifically the annual members juried exhibition and student exhibition), writing book and exhibition reviews for the PRC blog, assisting with events, development, research, and media project tasks, and other duties as assigned. Applicant must have a familiarity and understanding of record keeping, Microsoft Office (especially Excel), word processing, data entry, databases, Mac platforms, and experience with digital photography and post processing using Photoshop. Also, applicants must have good attention to detail, strong writing skills, and be reliable, responsible, punctual, and eager to learn the administrative world of a non-profit art organization. Must be available to assist with some evening programs (lectures, reception openings). Knowledge of html and Dreamweaver, and facility with Adobe In Design a plus, but not required.

Please submit a cover letter, resume, and two references to Julie Kukharenko at jkukharenko@prcboston.org. PLEASE REFERENCE THE POSITION FOR WHICH YOU ARE APPLYING.

Include why you want to intern at the PRC and what you hope to accomplish.

Mission Statement
The Photographic Resource Center (PRC) at Boston University is an independent non-profit organization that serves as a vital forum for the exploration and interpretation of new work, ideas, and methods in photography and related media. The PRC presents exhibitions, fosters education, develops resources, and facilitates community interaction for local, regional, and national audiences.