Internship Opportunities –Summer 2011  

DEADLINE: April 21, 2011

The Photographic Resource Center at Boston University offers internships that provide insight into the inner workings of non-profit visual arts institutions.

We are currently accepting applications for summer internships. Those with an interest in photography, visual arts, exhibitions, and/or arts administration are encouraged to apply.

Available SUMMER 2011 internship positions:

Please note that although internships can 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, help with exhibitions, preparation for our annual fundraising event, monitoring the gallery, opening receptions, lectures, and special events. Interns also write book and exhibition reviews for the PRC’s blog, www.bostonphotographyfocus.org.

- Internship with concentration on Art Administration
  (Tasks include cataloging artists who have worked with the PRC, maintaining membership database, compiling member and special event statistics. /Applicant must have familiarity and understanding of record keeping, Excel, data entry, databases, and experience with Macs, Microsoft Office, have good attention to detail, be reliable, responsible, and interested in learning the administrative world of a non-profit art organization.)

- Internship with concentration on online sales
  (Tasks include researching and creating online store. / Applicant should be able to thoroughly research and implement the creation of an online marketplace for books, prints, and other items.)

- Internship with concentration on design
  (Applicant must be a graphic design major with knowledge of html, Dreamweaver, and have an interest in photography).

Hours range from 8-30 hours per week; the PRC office is open M-F 9:00am -5:00pm.

Please submit a cover letter, resume, and two references to Julie Kukharenko at jkukharenko@prcboston.org.

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.