

FITCHBURG CULTURAL ALLIANCE/MAIN STREET STUDIOS ARTS ADMINISTRATION INTERNSHIP

Are you drawn to creative places and people? Are you curious and want to help build community and connections between artists, audiences, and local economy? Intern this summer or fall at Main Street Studios/Fitchburg Cultural Alliance.

The Fitchburg Cultural Alliance/Main Street Studios seeks individuals who want to learn more about administration, events, and building community through the arts. You will have the opportunity to develop your experience and connections at a growing organization and build your skills in marketing, event planning, and data administration. In 2023, two key projects will preparing for and supporting Fitchburg Open Studios in September and our 45th Anniversary Celebration in November.

Responsibilities may include:

- Design flyers, posters, and other printed promotional materials;
- Assist with content creation for monthly e-newsletter and write media announcements and press releases;
- Manage and update media lists and databases;
- Suggest innovative ideas for engaging content.
- Conduct research and perform market analysis;
- Updating and organizing calendar of events
- Provide strategic input and feedback on marketing initiatives;
- Data entry and gift processing
- Providing additional administrative support such as answering telephones, greeting visitors, accepting deliveries, and other duties as needed.

Interns generally work Monday and Friday during regular business hours (10:00 am – 5:00 pm), but we will work with you to create the ideal schedule for your internship. There may be occasional evenings or weekends for special events. Start and end dates are flexible.

Qualifications:

- A people-oriented personality who enjoys meeting and engaging with artists and audiences representing diverse groups and individuals from multiple backgrounds and experiences.
- Excellent verbal and written communication, organizational and time management skills
- Demonstrated proficiency with various office tools such as MS Office Suite, Canva, Constant Contact, or the ability to learn these tools efficiently.
- Ability to become knowledgeable about Main Street Studios, Fitchburg Cultural Alliance, and the community we serve
- The ability to manage multiple tasks simultaneously while meeting deadlines and self-prioritizing.
- A sense of fun and curiosity

To apply, please email your resume and a letter of interest to studios@fitchburgculturalalliance.org.