



BOSTON REDEVELOPMENT AUTHORITY

TITLE: ARTIST SPACE INITIATIVE / CREATE BOSTON INTERN—UNPAID

SUMMARY OF RESPONSIBILITIES: Under the supervision of the Sr. Project Manager, Artist Space Initiative, assist in the following projects:

- 1) Update the PoweringUpBoston website, the CreateBoston website and the BRA Artist Space Initiative webpages.
- 2) Coordinate and attend project meetings.
- 3) Provide some clerical/database entry support for outreach list for these initiatives.
- 4) Provide other project support as needed.

The goals of the BRA Artist Space Initiative are to support the development of permanent work-only and live/work space for artists in Boston, to conduct outreach about existing Boston artist space, to provide assistance to artists who are seeking space in Boston and to promote Boston as a good place for artists to live and work. The goals of Create Boston are to support the attraction, expansion and retention of Boston's Creative Industries.

QUALIFICATIONS:

- Work requires Bachelor's degree level coursework or Master's degree level coursework in a related field with some knowledge of and/or experience with website development, graphic design and digital photography.
- Proficiency with interactive website development and good writing skills are required.
- Experience with marketing is preferred.
- The ability to interact well with other staff is essential.

DATES of INTERNSHIPS

Winter-Fall 2010—timeframe is flexible according to student's schedule

ALL INTERNS MUST BE CURRENT STUDENTS

Students must supply a transcript (proof of current enrollment) prior to hire.

Submit resume/cover letter to: BRA/EDIC Human Resources

**43 Hawkins Street
Boston, MA 02114
617-918-5458 (fax)**

Email: Hr.bra@cityofboston.gov