



Brookline Open Studios Intern

The Brookline Arts Center (BAC) is seeking an intern for the upcoming school year to assist with the planning and implementation of Brookline Open Studios 2019.

Time Commitment:

10-15 hours per week, September 2018 through mid-May 2019

Responsibilities:

- General communication with participating artists and group sites via email and phone.
- Assist with artist registration inquiries.
- Write and edit content for website and social media.
- Work with staff to develop marketing strategies for programs and events.

Qualifications:

- Priority will be given to individuals currently enrolled in college and seeking course credit.
- Prior experience in event planning or an office environment.
- Excellent communication, writing and organizational skills.
- Professional and patient.
- Proficient computer skills including Microsoft Office.
- A willingness and ability to learn new skills.
- Love and appreciation of art!

Please send a resume and letter of interest to office@brooklineartscenter.com. Please use the email subject line "Brookline Open Studios Intern". Deadline for applications is September 7.

About Brookline Open Studios:

Brookline Open Studios is a volunteer-run, arts organization that encourages interaction and creative exchange between artists and offers the community opportunities to experience a range of vibrant and creative works of art.

Open Studios is an annual springtime event held in locations all over Brookline since 1986.

Brookline Open Studios is a fiscally sponsored project of the Brookline Arts Center.