MCLA’s Berkshire Cultural Resource Center / BHIP

- Full participation at MCLA’s Berkshire Cultural Resource Center as an arts management intern. Responsibilities will include, but not be limited to:
  - **MCLA Presents!**
    - Work with Jonathan Secor to finalize all contracts, purchase orders and other paperwork needed to guarantee artists presence and payment;
    - Create POA contact sheet and production book;
    - Create content and connections for current programming to faculty, students and clubs;
    - Work with Jonathan Secor on programming local and student openers for all POA events;
    - Research possibilities for 13/14 seasons.

- **B-HIP:**
  - Work on marketing B-HIP for future sessions;
  - Research advertising rates and outlets;
  - Create targeted mailing lists for marketing e-mails;
  - Maintain contact list for schools who have had interns in B-HIP and schools that offer arts management majors/minors/concentrations;
  - Update the B-HIP website and blog, adding content, updating and collecting images, press, internship descriptions, etc.;
  - Maintain and update BHIP Alumni contact info;

- **Misc. BCRC tasks/projects:**
  - Work on broadening mailing and email lists for BCRC, MCLA Presents!, Gallery 51 and B-HIP;
  - Archive all BCRC-related press in the form of press clippings;
  - Serve as gallery attendant at MCLA Gallery 51;
  - Helping with day-to-day office operations;
  - Assisting in all aspects of running the Berkshire Cultural Resource Center including but not limited to: Gallery 51, DownStreet Art, Berkshire Hills Internship Program, Arts Management Seminars, events and all other special projects/programs associated with the Berkshire Cultural Resource Center.