DownStreet Art / BHIP

Job description

Full participation at DownStreet Art as an arts management intern.

- Working closely with Jonathan Secor (director) and Valeria Federici (program coordinator) in all aspects of creating, running and marketing DownStreet art 2012.

Duties will include but not be limited to:

- Oversee DSA Associate Gallery Managers and volunteers;
- Ensuring a fluent communication between DSA Associate Gallery Managers and BCRC;
- Being the point person for all artists, gallerists and others participating in DSA;
- Working closely with Orbit Visual and BCRC in the creation and implementation of all marketing materials, including signage throughout the city and event marketing;
- Developing "happenings" and events to keep constant attention on DSA;
- Being the point person for dealings with landlord, city officials and others;
- Ensuring assistance with the installation of gallery spaces, working closely with the DSA Associate Gallery Managers, artists, city, landlord, community volunteers, gallerists and BCRC;
- Overseeing all on-line marketing, including website, E-blasts and social networks;
- Assisting with artists housing and project completion of DSA murals;
- Researching and implementing new marketing strategies;
- Researching funding possibilities for future years;
- Researching programming possibilities.