MCLA Gallery 51 / BHIP

Job description

A minimum of a 35-hour per week internship at the Berkshire Cultural Resource Center. The internship would include, but not be limited to:

- Tending to the daily operations of the gallery: greeting the public, making sales and overseeing day-to-day maintenance
- Assisting in planning and execution of several special projects related to the gallery and the local arts community
- Assisting in supervising and scheduling gallery attendants for the summer of 2013
- Researching grant opportunities for the gallery and for area artists
- Researching marketing and Public Relations resources for the gallery
- Archiving all press materials and images of each show at the gallery; organizing any prior existing archives.
- Basement cleanup and organization; creating mat cutting area, creating area for packing and shipping work, creating a list of needs/wants for the basement space
- Installation and de-installation of two shows
- Development of wall and label text for shows
- Management of images and data in database inventory systems and on gallery website
- Updating Facebook, Twitter, Flickr, Mainstreetmail and calendar listings
- Press and Postal Mailings