Interns at the Pittsfield Office of Cultural Development will participate in a wide range of activities designed to support, promote and initiate cultural activities in the community.

Activities may include internet marketing: updating and expanding website; searching for linkage and promotion opportunities for the City of Pittsfield's cultural attractions online; contributing to the writing and editing the weekly Cultural Pittsfield email newsletter and press releases; and clipping newspaper and magazine coverage.

Assisting in the staffing and management of activities at the city-owned Lichtenstein Center for the Arts, including scheduling and staffing performances, arts classes and art shows at the Lichtenstein Center for the Arts; maintaining up-to-date mailing lists and attendance lists; maintaining files; and staffing gallery during open hours.

Coordinating and staffing special events, to include soliciting sponsorships, organizing meetings & taking minutes, maintaining committee emails, scheduling performers and/or vendors; marketing event through publicity and press relations, and other duties.

Summer events to include Pittsfield Ethnic Fair, 3rd Thursdays, Pittsfield Art Show, and others.