

COLAB PROJECTS

INTERNSHIP OPPORTUNITIES AVAILABLE:

- * MARKETING & ARTIST REPRESENTATION - Fine Art & Commercial
- * PR & PRODUCTION INTERNSHIP - Events & Sponsorship

Gain experience in arts /event management, production, and marketing. Candidates must be highly organized, be able to work independently, multi-task effectively, and excel under deadline.

Great visual and design sense; own laptop to work on-site and remotely; experience within fine art, non-profit, or event production settings a huge plus.

Projects Include:

- Marketing & Development - write copy, develop materials, assist with grant proposals, research, database management
- PR/Outreach - campaign coordination, update website, distribute promos, docent work/assisting visitors
- Artist Relations - prepare online & print portfolios, communications, update & maintain artist files
- Event Production - participation in all aspects of event preparation & execution
- Graphic Design - preparation of promotional materials for print and web

Qualifications:

- Excellent written and verbal communication skills
- Experience in office environment
- Proficiency in Adobe Creative Suite, Microsoft Office Applications
- Working knowledge of HTML a plus

Work 16-24 hours/week. 2-3 month commitment required.

Compensation - stipend with opportunity to move into paid P/T position. Internships for credit also available.

TO APPLY:

Send cover letter and resume by email to jobs@colab-projects.com