



## Bronx Council on the Arts Internship

2700 East Tremont Avenue, Bronx, NY, 10461

### BRONX COUNCIL ON THE ARTS

Founded by visionary community leaders in 1962, The Bronx Council on the Arts (BCA) is a pioneer in advancing cultural equity in The Bronx. From our early beginnings as a presenter of affordable arts programming in select Bronx neighborhoods, we have grown into a cultural hub that serves the entire creative ecosystem of the borough. Our programs serve artists, the public, and the field at large by building connections, providing resources, and advocating for equitable practices. Then as now, we focus on supporting the work of underrepresented groups – especially artists of color, women, and members of the LGBTQ+ community. Through this lens we offer affordable programs for seniors and youth and provide direct services to over 1,000 artists and 250 community-based arts groups each year.

### THE POSITION

Bronx Council on the Arts seeks a creative, self-motivated and detail-oriented intern interested in careers in the arts and marketing. Intern would be responsible to assist with social media management, administration tasks and long-term projects, reporting to the Marketing and Communications Coordinator. During the Covid-19 pandemic, intern will be allowed to work remotely until further notice.

### DUTIES

- Aid in maintaining communications calendar
- Assist in designing and distributing print/online marketing and promotional materials (including e-blasts and e-newsletters)
- Assist with the upkeep of BCA website (i.e. event approvals, slider changes and announcements)
- Support management of social media sites, including creating and posting content (Twitter, Instagram and Facebook)
- Support in online community outreach activities
- Mailing and press list maintenance
- Other duties as needed.

### QUALIFICATIONS

- Must be enrolled in college or pursuing a higher education equivalent
- Have knowledge of basic design processes (color theory, composition, etc.)
- Adobe software experience (Photoshop, Illustrator, InDesign)
- Well-organized
- Team-oriented
- Able to keep up in a fast-paced environment
- Quick to learn new skills
- Access to a computer and Wifi connection.