



CENTER FOR LATINO ARTS  
CASA DE LA CULTURA

## Internship Opportunities at Inquilinos Boricuas en Acción's La Casa de la Cultura

**Position:** Non-profit Arts Event Intern

**Starting Date:** ASAP

**Salary:** College Credit Available

**Hours:** Minimum of 15 – 20 hours/week

**La Casa de la Cultura** is a cutting-edge multi-functional community arts complex whose *mission* is to preserve and promote Latino art and create Opportunities for Cross-Cultural Collaboration between Latinos and the rest of the city's diverse populations. The La Casa fulfills its mission by providing high quality and affordable: Arts Education, particularly for at-risk youth in Villa Victoria; performances, exhibits and classes in a variety of art forms, including: Latin jazz, folk dance and music, poetry, theater and the visual arts; Advocacy, Coordination, Support and Incubation for Latino artists and arts organizations; Exhibition, Rehearsal, Performance and Rental Space.

### **Non-Profit Arts Events Intern:**

IBA is recruiting creative, committed, and self-starting individuals with strong leadership ability and organizational skills to be the Arts and Culture Events Interns. These interns will work with the Manager of the Arts and Culture Department and the Manager of the Jorge Hernández Cultural Center to assist in coordinating all activities with events at the facility, including the planning, organizing and controlling of events within the facility to meet contractual obligations and quality customer service standards.

### **Examples of Duties**

- Conducts client "intake" session providing a tour, assuring completed application is received, verifying dates with managers for availability
- Assists in accurately maintaining center calendars through data entry and proper processing of files and applications
- Meets with user groups to provide information and guidance to the client in order to obtain accurate event specifications
- Prepares and reviews event agendas and confirms that all services and necessary preparations are in order
- Supervise, direct and coordinate the activities of personnel, subcontractors and vendors as required to successfully execute the assigned events at the facility
- Coordinate client service needs with catering and audio-visual concessionaires, security and other requested services
- Supervise, monitor and control event billing per client contracts; acts as a liaison for the client to ensure successful execution
- Develop and maintain effective relationships with service contractors and other suppliers of event services

### **Skills and Qualifications**

The qualified applicants will have, or close to completion, a BFA or MFA degree or a BS or MBA in Management, Business, or related field. Previous experience or internship in event management is desirable. Must be organized and be able to function effectively and meet deadlines in a multi-task environment with an ability to work independently and be self-motivated. Candidate must have strong working knowledge of the Internet and Microsoft Office. Evening and weekend availability is required. Spanish preferred but not a requirement.



La Casa de la Cultura and The Jorge Hernández Cultural Center  
are programs of the dynamic community building organization  
**Inquilinos Boricuas en Acción**

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