



# Newton

Office of Cultural Development  
1294 Centre Street  
Newton, MA 02459  
617-796-1540

## Cultural Development Internship

**Department:** City of Newton, Cultural Development

**Supervisor:** Paula Gannon, Director

This position requires an enthusiastic, dedicated individual who is eager to gain hands-on experience in the field of community arts and culture. The successful candidate will collaborate in-depth on a variety of projects essential to the administration of cultural programming and events in Newton.

The position will work closely with the Newton Cultural Development staff team and will be introduced to all aspects of the arts and culture management.

### Responsibilities:

- Revise and update cultural assets in CREATENewton maps (specifically venues and performance spaces).
- Promote events on social media
- Assist with planning, set-up, and/or management of special events (i.e. Summer Concerts)
- Conduct clerical and administrative duties such as data entry, filing, copying, etc.
- Administer submissions on Newton Arts Calendar
- Prepare and organize art kits for summer *Time for Partners* program
- Other duties as assigned.

### Preferred Skills:

- Organized with attention to detail
- Internet savvy (especially social media) with some working knowledge of online research
- Excellent interpersonal and communication skills
- Be self-motivated, task oriented and able to take initiative

### Schedule:

The internship runs from June 28, 2021 through August 13, 2021 and intern can expect to work 10-15 hours per week. Work days and hours are flexible, and attendance at evening and weekend activities may be required. Intern will need own laptop or computer.

### How to Apply:

Send resume and cover letter addressing relevant experience and interest in the internship to Paula Gannon, Director of Cultural Development at [pgannon@newtonma.gov](mailto:pgannon@newtonma.gov) by June 23, 2021

Newton's Office of Cultural Development administers and supports creative, cultural programming in Newton, MA. Alongside community collaborators, the municipal agency operates as a presence for equal access to arts and culture throughout the City of Newton.