

aljira A CENTER FOR CONTEMPORARY ART

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ALJIRA INTERNSHIP PROGRAM OVERVIEW

Aljira, a Center for Contemporary Art internships provide a unique opportunity to learn about nonprofit arts management and recent developments in contemporary art and visual culture. Aljira is a 30 year-old organization that supports the careers and professional development of emerging and underrepresented artists and broadens the horizons of teens from some of our city's most marginalized communities. As part of the small and friendly team at Aljira, interns are integral to our organization as a whole and report to Aljira's Administrative Assistant.

Unpaid Internship with a Focus on Marketing In support of The Aljira Fine Art Auction 2013

The Aljira Fine Art Auction is an annual signature fundraiser that supports Aljira's exhibitions, public programs and educational programs for youth. The Aljira Fine Art Auction 2013 Intern will work closely with the Auction Project/Marketing Manager and the Resource Development Consultant to create marketing strategies, develop and manage lists to expand the audience and outreach for the 2013 Auction. The intern will be part of a team that helps out across the board and will complete administrative functions related to marketing, art acquisitions, sponsorship, event planning, and committee organization through the event that will be held on Thursday, May 23, 2013. Hours are flexible, however the intern must be able to commit to a minimum of 10 hours per week (Saturday availability).

Qualifications

Ideally, the candidate's course work will have a marketing focus. The candidate will also have an interest in contemporary art and cultural programming and a desire to collaborate with a small non-profit team. The candidate will be computer, web, social media, digitally, etc. savvy. Reliability, organizational and communication skills, positive demeanor and a high level of motivation are all musts.

How to Apply: Please submit the following:

Cover letter, explaining your interest in marketing, non-profit arts management, contemporary art and visual culture or design, and interning at Aljira; **Resume; List of coursework** in marketing, the arts, humanities, and social sciences if you are a student. Applicants with a varied educational and career background are encouraged to apply.

Start Date: Immediate

Forward application materials to:

Ridhi Shetty, Administrative Assistant

Email: rshetty@aljira.org; Specify "Internship Submission" in your subject line and the hours and days of the week you are available in the body of your message.