



## Summer Internship Opportunity | Based in NYC

Classification and Title: Arts-Communication

Candidates will report directly to Co-Managing Director  
Send inquiries to: [info@poba.org](mailto:info@poba.org) with subject *Summer Internship*

### Summary

[POBA | Where the Arts Live](#) is a non-profit online arts hub and resource that showcases, promotes, and preserves the creative legacies of exceptional under-recognized artists in all media. A program of the James Kirk Bernard Foundation, POBA also gives tangible help to working artists, families, & collectors to manage their collections for future preservation, viewing, and value. POBA's primary mission is simple: to keep creative legacies alive.

POBA has an opportunity for an intern who is interested in a career in the arts, archival services, communications and media to work with us in our NYC offices over the Summer 2017. This intern will have varied and interesting experience building online displays and portfolios in all audiovisual media, and in helping individuals, institutions, and estates get the personalized help they need through our network of expert appraisers, archivists, catalogers, editors, and producers to get creative works in all fields affordably organized, preserved, digitized, valued, completed, marketed and sold. This intern will also work directly with POBA-partnered State Arts Councils across the US to promote the work of their Heritage artists, and to provide valuable resources to their constituents in all the arts through POBA.

### Principal Duties and Responsibilities

Will vary from project to project, giving a varied daily experience ideal for anyone who loves the arts:

- Assist in review, digitization, and cataloging of collections both online and in field
- Research on key resources for the arts
- Respond to online inquiries for services
- Conduct preliminary research to help determine level of expertise for each collection
- Assist with preparation of online display materials
- Outreach to State Arts Councils and other key arts organizations
- Assistance with PR and Social Media Team

### Minimum-Essential Qualifications Needed to Perform Position

- Ability to work according to agreed-upon schedule, PC and Mac proficient, attention to detail, ability to work without close supervision, organizational skills, good written and oral communication skills, and ability to solve problems
- Must complete agreed-upon tasks in timely manner
- Skill in *Photoshop* or *InDesign*,

### Preferred Qualifications

- Some understanding of research and archival methods
- Basic HTML skills
- Familiarity with *Slack*, *Trello*, and basic *WordPress*

POBA provides a stipend based on time availability of the selected intern. Housing is not provided or covered. POBA's preferred schedule is June to Labor Day (3 months). Open to graduating seniors interested in working as interns.