



## **Photographic Resource Center**

### **Internship Program**

The Photographic Resource Center (PRC) is a 501c3 nonprofit membership based arts organization. Our wide-ranging programming supports our members and the wider community through presentations, exhibitions, and events. The PRC is committed to fostering a diverse, equitable, and inclusive community to advance photographic art and ideas to all.

Internships at the PRC are unpaid but may be completed for college credit, pending an acceptance of the internship framework by the intern's school. Interns gain valuable hands-on experience in gallery operations, social media, website management, and exhibition/event production and promotion. This opportunity also provides access to PRC staff, board members, and other industry professionals who are able to offer their insights and advice for future career development.

We are able to offer up to 10 hours of internship activity per week throughout the calendar year. Interns will be working closely with the PRC Creative Director, Membership and Development Coordinators, and the President of the Board of Directors. The intern will be supervised by the PRC Creative Director. The applicant must be available for work during regular business hours from Monday-Friday with the occasional weekend and evening activity. The internship will take place at Lesley University in Porter Square, Cambridge, MA, and will also be remote.

Internship will consist of:

- Working with the PRC Creative Director on exhibition planning and promotion, producing and staffing events, gallery sitting, managing the WordPress website, will attend monthly Programming Committee meetings, and more. The intern will learn about creative aspects of managing a nonprofit arts organization.
- Development/Membership (1-3 hours per month). Assisting with membership mailings, correspondence, and database management. Will attend monthly Development Committee meetings, and will participate in discussions about fundraising with the PRC Development Coordinator. There will be additional conversations about non-profit finance with the PRC Treasurer (1-2 hours per month).
- Managing and cataloging the inventory of PRC photography holdings which consists of handling photographic prints, researching images and artists, photographing prints, and updating the digital inventory system. This will consist of independent work at Lesley University and collaboration with the President of the PRC Board of Directors.

- Tech activities may include digital media cleanup, and database assistance with Salesforce.
- Intern will have the opportunity to gain knowledge from photography journalists, commercial photographers, arts marketers, and members of the PRC Board of Directors.

Qualifications:

- Must be a current undergraduate or graduate student.
- Coursework should include any combination of fine art, photography, arts administration, communications, art history, museum studies, or a closely related field.
- Excellent organizational, interpersonal, communication skills, and attention to detail.
- Must be self motivated and possess the ability to work independently.
- Demonstrated interest in fine arts, art history, and gallery or non-profit administration.
- Must have proficiency in Microsoft Office Suite, Google Drive, experience in graphic design skills, Photoshop, and Salesforce are a plus.
- Proficiency in digital photography, WordPress website management, social media, copywriting,
- The ability to perform moderate physical activity, such as lifting, kneeling, and standing or walking for extended periods of time; Must be able to lift up to 30 lbs.

How to apply:

Submit a letter of interest, resume, and three references to [jessica.burko@prcboston.org](mailto:jessica.burko@prcboston.org).



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