



# PUNTO URBAN ART MUSEUM INTERNSHIP

HYBRID WORK (IN-PERSON + REMOTE)

UNCOMPENSATED

EARN SCHOOL CREDITS / HOURS

## WHO WE ARE

North Shore Community Development Coalition (NSCDC) is a regional, non-profit organization committed to investing in neighborhoods to create thriving communities. As the only community development organization serving the region, NSCDC is positioned to bring our neighborhood development model to communities throughout the region. With a commitment to transform, revitalize and sustain the neighborhood, NSCDC invests social, human, and economic capital into predominantly low-income or distressed neighborhoods within the communities on the North Shore, and to ultimately improve quality of life. To accomplish this, NSCDC has invested strategically in real estate to create comprehensive community and economic development in the North Shore. This work has resulted in the development of more than 350 quality, affordable housing units for families and individuals. Please find out more at [www.northshorecdc.org](http://www.northshorecdc.org)

Created by North Shore CDC, the Punto Urban Art Museum (PUAM) is a mission-driven social justice art program with the goal of breaking down invisible socio-economic barriers. We believe public art can be a tool to help integrate neighborhoods and create more resilient communities.

PUAM contains 75 Large scale murals featuring 40 global and 20 Massachusetts-based artists. We offer educational tours on social justice, equity and segregated neighborhoods; however, our tours are currently on hold due to COVID-19.

## DUTIES AND RESPONSIBILITIES

An internship with PUAM generally works remotely between 8 and 20 hours per week between Monday and Friday. Interns will work directly with the PUAM team and Senior Communications team. This internship focuses on utilizing skills to support current/new projects for PUAM and NSCDC. Interns will have the opportunity to learn about the Murals, Artists and cultural history of El Punto neighborhood. All accepted interns will be required to review educational content and take an in-person or virtual tour of the Point. Any internship can be done in accordance with your school for credit or to meet social services hours, be ready to discuss this and have documents on hand to formalize this arrangement.

The duties of the position may include, but are not limited to:

- Develop individualized project + work plan with PUAM team.

- Translate internal documents, flyers into Spanish, as needed.
- Design program specific PUAM graphics with supervision from the Communications Team.
- Work individually and collaboratively with all NSCDC departments.
- Learn + share about artists, the stories encompassed in their murals.
- Support PUAM team with website updates.
- Support the annual Call for Art planning process.
- Table community events with PUAM team.
- Attend weekly check-in zoom meetings with supervisor.
- Contribute ideas to future PUAM programming.

## **WHO YOU ARE**

North Shore Community Development Coalition (NSCDC) is seeking dynamic, independent, driven, multi-talented students, individuals and creatives who are ready to jump in and be submerged in the eventful art season. Seeking creative and organized individuals with excellent communication skills and strong writing skills. Our collaborative, open work culture provides opportunities to grow as a young professional while developing networks throughout the North Shore.

## **DESIRED QUALIFICATIONS**

- Be a creative individual and an enthusiast of the art world.
- Comfort generating digital content.
- Proficient with Microsoft Excel, Word, and PowerPoint.
- Experience with Adobe CC Suite.
- Experience with Google Suite Platform, Dropbox, WordPress, and Zoom.
- Spanish Fluency (reading + writing + speaking).

## **HOW TO APPLY**

- Email a Letter of Interest, about 1-2 pages, explaining what you hope to learn and create while working alongside our team.
- Include a CV/Resume that identifies the skill sets you would like to employ + refine.
  - Be ready to participate in a 1:1 meeting with us to discuss your interest and to identify the best fit for your internship and develop project + work plan.

## **WE ARE SEEKING INTERNS IN THE FIELDS OF**

- Spanish + English Translation, Transcription, and Interpretation
- Graphic Design
- Fine Arts (Painting, Ceramics, Sculpture, Fiber Arts, Performance)
- Photo + Filmmaking
- Arts Education
- Virtual Reality / Interactive Design
- Architectural Design

- Multimedia
- Set Design

For Any Questions and to submit your Letter of Interest and CV/Resume, please reach out to: Saniego Sanchez, at [ssanchez@northshorecdc.org](mailto:ssanchez@northshorecdc.org).