FMS Winternship Site

Site Name	Arlington Commission for Arts & Culture
Location	Arlington, MA and Remote
Internship Dates	Winterim, but Interested in Spring/Summer as well
Modality	Hybrid, mostly remote okay but would ideally be able to do some in-person
FT/PT	P/T
Requires Credit (Y/N)	N
Other Terms	Work product created during internship will remain property of and available for promot
Number of Winterns	1

About the Company

include website

Arlington Commission for Arts & Culture is a volunteer driven umbrella organization for overseeing and promoting arts & culture activity in the Town of Arlington, MA including public art and performance, grant making to artists, managing the Arlington Cultural District, and representing the cultural sector on other Town committees such as the Arlington 250 (Semiquincentennial) Committee, Poet Laureate Committee, and more. It's mission is to cultivate a sustainable and supportive environment for the arts and enliven public space with accessible creative experiences to strengthen and enrich our community, create opportunities for artists, and invigorate the local economy.

About the Winternship

details and responsibilities

Seeking interns to support marketing and communications projects including:

-- Prepare graphics, animations, videos, audio, articles and/or approved social media postings as needed to promote programs that may include but are not limited to: profiles of Commissioners and Committee members; presentation materials about the diverse cultural programming supported by the Commission; interviews with local topic experts. Preparation of audio or video B-roll for use in programs produced by Arlington Community Media, Inc.

-- Following a couple of days of onboarding on-site, projects may be completed remotely by agreement of supervisor.

Winterns will initially work with Marketing & Publicity working groups, but depending upon skills and disciplinary interest may be matched with another appropriate group by project.

Previous experience with multimedia and digital recording technology, including Adobe Creative Suite; digital collaboration platforms such as Google Drive and Dropbox; and social media platforms (Instagram, Facebook, Tik Tok, Twitter) especially desirable