

Internship Opportunity with Local Growing Community Focused Music and Arts Venue

Gateway City Arts hosts events, entertainment, dining, art-making, teaching and learning in Holyoke's growing Arts and Innovation District. Our primary mission is to build and strengthen community, culture and the arts by providing the space and infrastructure to do so. On site we have three event and performance spaces, a full restaurant and bar with a credentialed dining staff, and much more. We are located at 92 Race Street in Holyoke, Massachusetts.

We are currently looking to welcome a creative and motivated intern! An intern at Gateway City Arts would gain the perspective of what it takes to run an arts venue; including the process of planning, marketing, communication with outside vendors and artists, and planning a show from the venues understanding. The intern will have a project that aligns with what our core mission and values are as a company, and then they will work closely with our staff to bring this event to life. In doing so, they will also obtain knowledge of how dining intersects with our entertainment portion of business, a general knowledge of running and sustaining a local and new business, and an insight into the Music Industry. You will be a part of a fast paced and collaborative work environment. Additional responsibilities and tasks may include advancing hospitality, helping to manage and access our street team, learning and activating effective social media and algorithm tactics, and an introduction to our food service offerings and responsibilities.

This internship opportunity is not major-specific, but we do believe that someone studying Music, Music Business, Art, Event Planning or Management, Culinary Arts, or Business Administration and Management would obtain the most benefit from this opportunity. This internship is unpaid and for one semester. We are looking to take on an intern for 4-6 hours a week, with a concrete schedule of hours and responsibilities to follow once the intern is picked from applicant pool.

To apply please send us your full contact information, a resume with a cover letter explaining what you hope to gain from an internship with us and why you think Gateway City Arts is the right place for you, as well as portfolio of examples of the kind of artistic, event planning, or community based work you do or are working towards.

To contact us, please email Cait@GatewayCityArts.com. For more information on who we are and what we do visit GatewayCityArts.com.