



BSA Space  
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## Marketing and Communications Intern

The Boston Society for Architecture seeks a marketing and communications intern to assist its communications team with a diverse range of PR and marketing initiatives. The intern will report to the Production Artist and will manage a number of independent tasks as well as work in collaboration with the communications and marketing team. She or he will support the Production Artist and Exhibitions and Communications Manager, as well as other staff members and leaders. Regular mentoring conversations will be scheduled between the intern and the Production Artist.

Regular tasks may include

- Manage photo archive of events and exhibition
- Attend architecture and design events to acquire content for press and social media
- Update websites using CMS and create eblasts, as requested
- Proofread documents and emails for branding and editorial consistency
- Data entry for digital and print collateral
- Resize, color correct, and crop photos using Adobe Creative Suite
- Update and maintain press lists
- Upload magazine archives to website
- Other as required

The intern should have fluency in Microsoft Word, Excel, and Power point, plus have basic knowledge of Adobe Creative Suite (specifically; Illustrator, Photoshop, and InDesign). Candidate should have great oral and written communication skills and must enjoy working with the public. Knowledge of HTML and Dreamweaver a plus. The person is also expected to be an all-around team player with an interest in learning how small, nimble communications departments function within dynamic, communications-driven nonprofit organizations.

This is a paid opportunity. A minimum three-month commitment at a minimum of 21 hours per week is required. Upon mutual agreement, the internship duration may be extended and the weekly hours may be increased. If interested, send resume and cover letter to [jobs@architects.org](mailto:jobs@architects.org) and include "Internship Opportunity" in the subject line. The deadline for applications is Friday, March 20 at 11:59 PM.

## About BSA Space

BSA Space, Boston's only center dedicated to the exploration of architecture and design, is home to the Boston Society of Architects/AIA (BSA) and the BSA Foundation. The BSA is one of the oldest chapters of the American Institute of Architects. The BSA Foundation, a charitable organization, supports activities that illuminate the ways that design improves the quality of our lives. All exhibitions at BSA Space are supported by the BSA Foundation. BSA Space is open Monday through Friday from 10:00 am–6:00 pm, and on weekends and holidays from 10:00 am–5:00 pm. Admission is free and open to the public. For more information, visit [architects.org](http://architects.org).