Indiana Humanities is a dynamic statewide non-profit organization dedicated to promoting the public humanities. We are a grant-maker, convener, facilitator, program partner and much more. We seek an energetic, creative, collaborative and detail-oriented person to join our small but mighty team as a summer intern and help us realize our ambitious goals.

This will be an ideal experience for a student who’s interested in working for a nonprofit cultural organization and who wants to gain broad experience in the field of public humanities—including areas such as programming, grant-making, communications and administration. Keys to success in the role are not only excellent task management, organization and research skills, but also a general can-do attitude and enthusiasm about our work and the people we serve.

We are flexible on start and end date (mid-May to mid-August), though our preferred candidate would be able to commit at least 12 weeks. The intern will work up to 35 hours a week, with a minimum of 20 hours/week. We offer an hourly rate of $12/hour.

**Job Duties**
The following are some of the key responsibilities the intern will fulfill:

**General Programs Support (approximately 1/3 of position)**
- Prepare for public events such as our Historic Bar Crawl, Next Indiana Campfires and Quantum Leap Field Trips.
- Help to staff the events; this can include setting up, registering and greeting attendees, assisting with wayfinding and tearing down.
- Provide support with event wrap-up, including unpacking supplies and debriefing with staff.
- Strategize opportunities to donate and/or sell remaining inventory of Indiana Humanities' book *Food for Thought: An Indiana Harvest*.
- Assist with data entry (recording activities, participants, etc.).
- Attend weekly program team meetings and event-planning meetings.

**Grants Administration (approximately 1/3 of position)**
- Help to process grants paperwork, including agreements, payments and final reports.
- Record grants and grants-related activities in the database.
- Write case studies highlighting key grant recipients and the impact Indiana Humanities grants have had on their organizations/communities.
- Prepare listings of grantee events for publication on the Indiana Humanities website.
- As time permits, join the director of grants in attending grantee events and meeting with prospective grant recipients.
**Novel Conversations and Other Support (approximately 1/3 of position)**

- Provide support for our Novel Conversations (statewide lending library) program; this may include preparing shipments, culling/reorganizing the library and helping with database maintenance.
- Assist the marketing/communications team as needed (this may include membership mailings, social media postings, blog writing and other support).
- Represent Indiana Humanities at community events.
- Complete other projects as assigned.

**Requirements**

- Must be willing to work a flexible schedule; some of our programs take place in the evenings and weekends. This date will require evening availability: Wednesday, June 20; others will likely be added as our program plans progress.
- Must have a strong interest in the humanities and helping us carry out our mission of encouraging Hoosiers to think, read and talk; an undergraduate major in a humanities discipline is preferred.
- Must have excellent organization and task-management skills, including the ability to prioritize in a busy, fast-paced work environment.
- Must have outstanding written and oral communication skills, including the ability to adapt tone and style depending on the audience and setting.
- Must be able to interact positively with the public, including a diverse constituent group.
- Must be conscientious about work and pay close attention to detail.
- Must be able to lift at least 50 pounds.

**The Ideal Candidate:**

- Has a valid driver’s license; age 21 or over preferred.
- Is passionate about Indiana and its future—and sees how the humanities can make a difference in our state.
- Is a problem-solver and takes ownership of projects, working tirelessly to drive them and the organization forward.
- Is goal-oriented, motivated to set and accomplish ambitious objectives, and responsive to feedback.
- Is motivated to learn new skills and expand the scope of her or his responsibilities.
- Enjoys working as part of a team but is also able to be self-directed.

**To Apply:**

Send a cover letter outlining your interests and qualifications, along with a resume, to both George Hanlin, director of grants (ghanlin@indianahumanities.org), and Leah Nahmias, director of programs (lnahmias@indianahumanities.org). Applications are due by March 15.