INDIANA HUMANITIES SUMMER COMMUNICATIONS INTERN

• Seeking summer intern for 2020 (Dates flexible; Mid-May to Mid-August)
• Up to 35 hours a week
• $12/hour

Are you looking for an internship that will put some cash in your pocket and make you feel good about the work that you do? Are you a creative self-starter with attention to detail? Do you love thinking, reading and talking? Then we want you to join our team!

Indiana Humanities is a statewide nonprofit that encourages Hoosiers to think, read and talk. We offer an exciting and challenging internship opportunity for a hard-working and self-motivating individual who is passionate about the humanities and their ability to transform lives and communities. We'll be communicating about a variety of programs and events in 2020—including those that fall under our INseparable theme about how we relate to each other across boundaries; our One State / One Story statewide read of Jean Thompson’s The Year We Left Home; Next Indiana Campfires, which includes outdoor excursions, a book and films; a historic bar crawl in downtown Indy; the Indiana Authors Awards; and much more. Interns at Indiana Humanities are often in charge of their own projects and have the opportunity to substantially contribute to the organization. Previous interns have gone on to work at nonprofits and businesses such as Cummins, Downtown Indy, Interactive Intelligence and YELP.

Primary responsibilities will be to assist the communications and program teams. Daily activities could include: designing images for social media, creating collateral posters or flyers, drafting press releases, shooting and editing video, writing content for the blog, increasing our social networking presence, organizing logistics for special programs and events and thinking critically about how best to reach our target audiences.

Qualifications:

• Self-motivated and ambitious
• Outstanding organizational skills
• Outstanding written and oral communication skills
• Demonstrated ability to work independently
• Demonstrated ability for critical thinking
• Knowledge of AP Stylebook guidelines
• Familiarity with Microsoft Outlook, Word, Excel
• Familiarity with Illustrator, InDesign, Photoshop, Dreamweaver/HTML and iMovie encouraged
• Experience planning/implementing special events a plus
• Availability for occasional travel within Indiana
• Preference is given to a junior or senior seeking a degree in a humanities discipline (i.e. English, history, political science); communication field such as public relations or journalism; arts administration; creative media or design; etc.

Learn more about Indiana Humanities at www.indianahumanities.org. To apply, send a resume and brief email explaining your interest in the position to Kristen Fuhs Wells, vice president, at hr@indianahumanities.org. The deadline to apply is March 15, 2020.
Indiana Humanities is an affirmative-action, equal-opportunity employer. Indiana Humanities is committed to the principle of diversity and is particularly interested in receiving applications from a broad spectrum of people. Indiana Humanities does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and organizational need.