



## INDIANA HUMANITIES SUMMER INTERN

- Seeking summer intern for 2016 (Dates somewhat flexible; tentatively mid-May through mid-August)
- Up to 35 hours a week
- \$10/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 contribute to making our state a world-class place to live and work. We are a small staff of five, so interns at Indiana Humanities are often in charge of their own projects and have the opportunity to substantially contribute to the organization.

Primary responsibilities will be to assist the communications and program teams and serve as an executive assistant to the president and CEO. Daily activities include: drafting press releases, tracking media clippings, writing content for the blog, increasing the social networking presence, planning and organizing logistics for special programs and events, managing quarterly mailings to Indiana Humanities members, researching best practices, 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 video editing software, Illustrator, Photoshop, Dreamweaver/HTML a plus
- 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; design; etc.

Learn more about Indiana Humanities at [www.indianahumanities.org](http://www.indianahumanities.org).

To apply, send a resume and brief email explaining your interest in the position to Kristen Fuhs Wells, director of communications and development, at [kwells@indianahumanities.org](mailto:kwells@indianahumanities.org). The deadline to apply is March 15, 2016.