



INDIANA HUMANITIES SPRING COMMUNICATIONS INTERN

- Seeking spring intern for 2018 (Dates somewhat flexible; Jan. - May)
- 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 2018—including those that fall under our Quantum Leap theme about the intersection of STEM and the humanities, a statewide read of *Frankenstein*, Next Indiana Campfires outdoor excursions, a historic bar crawl, 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, writing content for the blog, increasing our social networking presence, planning and organizing logistics for special programs and events, 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; 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 kwells@indianahumanities.org. **The deadline to apply is Nov. 15, 2017.**