

Digital Production Intern

Full-/Part-Time:
Regular/Temporary:

Part-Time
8-month communications intern for summer and fall 2022 (dates are flexible; mid-April to mid-December) / up to 35 hours a week; flexible throughout the internship

Salary:
Immediate Supervisor:

\$15 per hour
Director of Engagement

Description:

Are you a creative designer who loves to tell stories? Are you looking for an internship that will put some cash in your pocket *and* inspire you? Do you love thinking, reading and talking? Then we want you to join our team!

Indiana Humanities is a dynamic statewide nonprofit organization dedicated to promoting the public humanities. We are a grant-maker, convener, facilitator, program partner and much more. We offer an exciting and challenging internship opportunity for a creative and self-motivated student who is passionate about the humanities' ability to transform lives and communities. This internship may be in-person, virtual or hybrid. Candidates located within driving distance of Indianapolis can work in-person at our office.

In 2022, we'll be communicating about a variety of programs and events, including those that fall under *Unearthed* – our new theme about the environment – the Indiana Authors Awards, Bookmark Indy, our grants 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 and Yelp.

Primary responsibilities will be to support the communications and program teams. Daily activities could include designing images for social media, creating collateral posters or flyers, shooting and editing video and thinking critically about how best to reach our target audiences with creative strategies.

Qualifications:

- Outstanding organizational skills
- Demonstrated ability to work independently
- Demonstrated ability for critical thinking
- Familiarity with Microsoft Outlook, Word, Excel
- Experience with Adobe Suite (Photoshop, Illustrator, InDesign and Premiere Pro) encouraged

We realize there are great candidates who won't check all of these boxes, and we also know you might bring important skills that we haven't considered. If that's you, don't hesitate to apply and tell us about yourself.

Indiana Humanities is an equal opportunity employer, and our hiring process is inclusive of all genders and gender expressions, races and ethnicities, religions and sexualities as well as veterans and people with disabilities.

Indiana Humanities is following the federal, state, local and CDC guidelines regarding Covid practices. Our offices are located near downtown Indianapolis in a lovingly restored historic home built by Indiana author Meredith Nicholson. Our office hours are 8:30 am to 5 pm but we offer flexible working schedules to accommodate the professional and personal needs of our staff.

Learn more about Indiana Humanities at [IndianaHumanities.org](https://www.IndianaHumanities.org).

Application process:

To apply, send a resume (with references), link to portfolio and cover letter explaining your interest in the position to Marisol Gouveia, director of engagement, at hr@indianahumanities.org. Please put the name of the position you are applying for in the subject line. Applications are requested by **Feb. 18.**

