

# Digital Production Intern

**Full-/Part-Time:**  
**Regular/Temporary:**

Part-Time  
8-month communications intern for summer and fall 2023 (dates are flexible; mid-May to mid-December) / up to 35 hours a week; flexible throughout the internship

**Rate:**

\$18 per hour

**Immediate Supervisor:**

Director of Engagement

## Description:

Are you a creative who loves to tell stories? Are you looking for an internship that will put some cash in your pocket *and* inspiration in your heart? 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 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 2023, we'll be communicating about a variety of programs and events, including those that fall under Unearthed – our programmatic theme about the environment – the Indiana Authors Awards; the 50th anniversary of Indiana Humanities; the National Humanities Conference in Indianapolis this fall; Bookmark Indy; grant opportunities; and more. Interns at Indiana Humanities are often in charge of their own projects and can substantially contribute to the organization. Previous interns have gone on to be selected as Orr Fellows or to work at nonprofits and companies such as Visit Indy, Innovatemap, Cummins, Downtown Indy and Yelp.

Primary responsibilities will be to support the communications and programs 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 8:30am to 5pm, and 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](mailto:hr@indianahumanities.org). Please put the name of the position you are applying for in the subject line. Applications are requested by **Feb. 17.**

