



INTERNSHIP PROGRAM

The DC Commission on the Arts and Humanities (CAH) is a District of Columbia Government agency that provides grant funding and capacity building supports to individual artists and cultural organizations in the city. CAH seeks dynamic undergraduate and graduate students with an interest in arts management to intern in its Grants, Events, Public Art and Arts Education Departments for Fall 2018, Winter/Spring 2019, and Summer 2019.

Hours: Academic Year Internship: Varies (minimum 8 hours/week)
Reports to: Arts Education Coordinator and Department Head
Attends: All Staff Meetings (monthly); Department Meetings (weekly); Commissioner Committee Meetings (ad hoc)

GRANTS DEPARTMENT

The Grants Department Intern works closely with the Director of Grants to cover a variety of administrative responsibilities. The intern facilitates the planning and delivery of nine (9) grant programs at CAH.

Scope of responsibilities may include, but are not limited to:

- Review of FY18 final reports and FY19 interim reports and budgets;
- Preparation of grant agreements and invoices;
- Participation in grant season launch and preparation of workshops for applicants;
- Participation in debriefing meetings with applicants;
- Handling of applicant and panelist scoring portal; and,
- Support of applicant and panelist requests including login and profile information updates.

EVENTS DEPARTMENT

The Events Intern works closely with the Special Events Manager to assist in the administration and delivery of special projects and events that occur at several times throughout the year. The intern is expected to have a flexible schedule and may be required to work some evenings and weekends as needed.

Scope of responsibilities may include, but are not limited to;

- Assistance in securing services of, and preparing documents for, participating artists, vendors and venues for special projects;
- Coordination of meetings with venue representatives and production departments as related to special projects;
- Assistance with technical production and stage management support for special projects;
- Reporting to Special Events Manager on all matters of budget approval and modification, and programming;
- Assistance in concept designs and details of special projects;

- Assistance with internal communications and approvals to/from upper level management, and the Marketing/Communications Departments;
- Administrative assistance by way of maintaining records, files and correspondence related to project assignments; and,
- Assistance with the design and print of all promotional materials as they pertain to special projects.

ARTS EDUCATION DEPARTMENT

The Arts Education Intern works closely with the Arts Education team to assist in the administrative duties of various Arts Education initiatives including; Poetry Out Loud, Spotlight on Arts Education Symposium, Youth Creativity Summit, Field Trip Experiences Initiative, Celebrate the Creative Spark! and the Summer Youth Employment Program (SYEP).

Scope of responsibilities may include, but are not limited to;

- Preparation, organization, and maintenance of Arts/Humanities Education Project (A/HEP) and District Arts and Humanities Initiative: Field Trip Experiences grant applications, reports, and budgets;
- Preparation of, and participation in, professional development workshops for agency grantees;
- Assistance in the delivery of NEA's Poetry Out Loud program with DC high schools in March 2019;
- Assistance in the planning and implementation of the Youth Creativity Summit with 100 youth from DC public schools;
- Planning and implementation of a one-day symposium on arts education in Fall 2019;
- Coordination between schools and arts organizations/individual teaching artists as part of the Celebrate the Creative Spark! initiative; and,
- Assistance in preparation of the Summer Youth Employment Program (SYEP) for Summer 2019.

Internships may also be available in the PUBLIC ART, LEGISLATIVE AFFAIRS, and EXTERNAL AFFAIRS DEPARTMENTS.

Prospective Intern Experience and Key Competencies:

Interest in, and knowledge of, the arts in Washington, D.C. is vital. Knowledge of District of Columbia arts/cultural organizations and individual artists preferred.

- Strong computer skills with competencies in Microsoft Office;
- Attention to detail and ability to work on several tasks in tandem;
- Reliability;
- Ability to work well under pressure and within established deadlines;
- Strong verbal and written communication skills; and,
- Creative problem solver.

Contact:

Submit resume, cover letter detailing areas of interest, and a writing sample of up to two pages to David Markey, Arts Education Coordinator at david.markey@dc.gov.

Deadlines for receipt of completed applications are as follows:

August 10, 2018 (Fall 2018)

October 26, 2018 (Winter/Spring 2019)

March 1, 2019 (Summer 2019)