



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 2021, Winter/Spring 2022, and Summer 2022.

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 Senior Grants Manager 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 FY21 final reports and FY22 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.

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, Field Trip Experiences Initiative, and Celebrate the Creative Spark!

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

- Preparation, organization, and maintenance of Arts/Humanities Education Project (AHEP) and Field Trip Experiences grant applications, reports, and budgets;
- Preparation of, and participation in, professional development workshops for grantees;
- Assistance in the delivery of NEA's Poetry Out Loud program in March 2022;
- Coordination between schools and arts organizations/individual teaching artists as part of the Celebrate the Creative Spark! initiative; and,

Internships may also be available in other CAH departments such as Public Art, Legislative and External Affairs.



Prospective Intern Experience and Key Competencies:

Interest in, and knowledge of, the arts in Washington, D.C. 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 Alorie Clark, Arts Learning Coordinator at alorie.clark@dc.gov.

Deadlines for receipt of completed applications are as follows:

August 10, 2021 (Fall 2021)

October 26, 2021 (Winter/Spring 2022)

March 1, 2022 (Summer 2022)