



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 support to individual artists and cultural organizations in the city. CAH is seeking dynamic undergraduate and graduate students with an interest in arts management to intern in its Grants, Events, Resource Allocation, Public Art and Arts Education Departments for Summer 2025.

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 FY25 final reports and FY24 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, Field Trip Experiences Initiative, Celebrate the Creative Spark! Residency Program, 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 (AHEP) 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 coordination of NEA's Poetry Out Loud program with DC high schools in March 2026;
- Coordination between schools and arts organizations/individual teaching artists as part of the Celebrate the Creative Spark! Residency Program.

COMMUNICATIONS DEPARTMENT

The Communications Department Intern works closely with the Public Affairs manager to cover a variety of administrative responsibilities. The intern has basic to beginner knowledge of required skills mentioned below, with the exception of written and verbal skills.

- Basic knowledge of AP Writing Style.
- Excellent verbal and written skills.
- Basic knowledge of design software (Canva, Adobe CS, Microsoft Publisher).
- Research skills using multiple search engines.
- Basic knowledge of Social Media platforms, X, Facebook, Instagram, Bluesky, and YouTube.
- Some interest in the news cycles for both broadcast and print.

Resource Allocation Department

The Resource Allocation Department Intern works closely with the Resource Allocation Officer, providing budget, accounting, procurement, financial analysis related to agency operations. The intern facilitates the fiscal planning and delivery of eight (8) departments at CAH. This internship offers a unique opportunity to contribute to the arts sector while building skills in project management, data analysis, and public service.

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

- Supporting invoice and voucher processing
- Assists in budget formulation, execution, reconciliation, and development of resource tracking systems, ensuring that all financial data is recorded and updated accurately
- Working with the Resource Allocation Officer to identify and solve problems and reengineer processes related to the financial management of the agency.
- Supporting implementation of resource allocation policies and standard operating procedures (SOPs).

- Collaborate with team members to prepare reports and presentations for internal stakeholders and external partners
- Conducts limited independent research on ratifications & workflow best practices

Internships may also be available in the PUBLIC ART, COMMUNICATIONS, DEI and Resource Allocation Team.

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

****What You Need to Apply****

All documents must be in PDF format. Late and incomplete applications will not be accepted.

- Professional resume (include first, last name, and department of interest in the headline)
- interest letter (tell us why you're excited about your chosen department)
- 2–3 page writing sample (academic or leisure, and including a topic related to your department of choice) must be in PDF format and include your first and, last name

Contact:

Arts Learning Coordinator, Andrea Brown at: andrea.brown3@dc.gov.

Deadlines for receipt of completed applications are as follows:

Friday, January 31 (Summer 2025)

