



DC COMMISSION ON  
THE ARTS & HUMANITIES

## **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 Arts Education, Events, Grants, and Public Art departments for Summer 2024 and academic year 2025.

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

### **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, Celebrate the Creative Spark! and the Summer Youth Employment Program (MBSYEP).

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 grantees.
- Assistance in the delivery of NEA's Poetry Out Loud program in March 2025.
- 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 (MBSYEP).

### **EVENTS DEPARTMENT**

The Events Intern works closely with the Events Specialists to assist in the administration and delivery of special projects and events that occur 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 related to special projects.
- Assistance with technical production and stage management support for special projects.
- Reporting to Events Specialists on all matters of budget approval and modification, and programming.



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- 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 for special projects.

### **GRANTS DEPARTMENT**

The Grants Department Intern works closely with the Senior Grants Officer to cover a variety of administrative responsibilities. The intern facilitates assistance with the planning and delivery of ten+ grant programs at CAH.

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

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

### **PUBLIC ARTS 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, Teaching Artist Institute, Field Trip Experiences Initiative, Celebrate the Creative Spark! and the Summer Youth Employment Program (MBSYEP).

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 grantees;
- Assistance in the delivery of NEA's Poetry Out Loud program in March 2025;
- 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 (MBSYEP).

**Internships may also be available in the COMMUNITY ENGAGEMENT, and COMMUNICATIONS 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.



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- 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 Andrea Brown, Arts Learning Coordinator at: [andrea.brown3@dc.gov](mailto:andrea.brown3@dc.gov)

Deadlines for receipt of completed applications are as follows:

**May 17, 2024 (Summer 2024)**