



- Internship Title:** ADULT EDUCATION PROGRAMMING INTERN
- About Associates:** **Smithsonian Associates** advances the Institution's mission "to increase and diffuse knowledge" through life-enriching educational and cultural experiences inspired by the Smithsonian's research and collections for DC-region students, families, and adults, and for learning communities nationwide.
- Intern Duties:** Intern will assist with all aspects of Associates' core programming, including:
- Research, booking, budgets, speaker selection, contract negotiation, space rental, catering, technology requirements, logistical set-up, and marketing
 - Event implementation, including greeting the general public and answering questions; helping with set-up and clean-up; and supporting vendors, partners, speakers and performers by addressing equipment, technical, and other needs
 - Assist with staffing duties during some evening and weekend programs
 - Assists the programming department with additional duties as assigned.
- Learning Objectives:** By working closely with the program coordinators, the intern will gain experience in all aspects of program and event production, including: budgeting, performance reporting, customer service, trouble-shooting/problem-solving, adapting to different situations, multi-tasking, creative thinking, researching, coordination at events, creating and maintaining inventories, editing promotional materials, communication, box office and house management, organization and time management, event management.
- Qualifications:**
- Experience and/or interest in educational public programming, museum programming, house management, arts management, and/or event planning
 - Background or strong interest in culture, art, science and/or history or event planning required
 - Ability to work quickly with attention to detail both independently and as a team
 - Proficiency with Microsoft Word, Excel, PowerPoint
 - Must be able to interact with many different types of people while maintaining a professional demeanor
- Seasons:** Spring (Jan - May), Summer (Jun - Aug) and Fall (Sept - Dec)
- Time Commitment:** Hours flexible; 1 full semester
- Schedule:** Mon - Fri, timing flexible
- Supervisor:** Rebecca Roberts, Program Coordinator
- Compensation:** All Associates internships are unpaid and housing is not provided. College credit may be granted, but must be coordinated in advance with the intern's university/college.
- Location:** S. Dillon Ripley Center, Smithsonian Institution, Washington, D.C.
- To be considered in the first round of applications, please submit your materials by the dates below:**
Fall Positions: July 1
Winter/Spring Positions: October 1
Summer Positions: February 1
Applications received after these dates will still be considered on an as-needed basis.
- To Apply:** Complete the online application at <http://SmithsonianAssociates.org/Internships>. Questions can be directed to the Intern Coordinator at TSAInternships@si.edu or (202) 633-8631.