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.