



## CFR Public Programs Internship

Position: Public Programs Intern

Reports to: Program Director & Curator

Hours: Approximately 10 hours per week during the semester

Location: North Main Street, Providence, RI

Start date: Fall 2018

The undergraduate-level Public Programs Intern assists the Program Director and the Public Programs Fellow with all facets of public programs at the Center for Reconciliation. The Public Programs Intern will work on the following in close concert with the Program Director:

- Program Conceptualization
  - The Intern will assist the Program Director with envisioning programs already underway.
  - The Intern may have the opportunity to conceive of and propose a public program that is aligned with the CFR's mission and will meaningfully contribute to the CFR's current program offerings. Any proposed program must be feasible within the CFR's resources and budgets.
- Program Coordination
  - In conversation with the Program Director, the Intern may take the lead on coordinating the logistics of specific programs and initiatives. Such coordinating could include compiling lists of needed program supplies and ensuring that they are available; determining A/V needs; determining volunteer needs; and communicating with and managing speakers, participants and volunteers, as is appropriate.
- Program Marketing and Communications
  - The Intern will learn how to draft marketing copy as well as fliers for upcoming programs. The Intern should also be willing draft new printed collateral for programs (bookmarks, signage, etc.).
- Program Execution
  - In conversation with the Program Director, the Intern should be present for any public programs where they are expected. Along with other staff and volunteers, Interns should ensure that all necessary event preparation is done in advance of the event; help to set-up and break-down each event; and be available to help with any tasks necessary during the event (check-in desk, food set-up, A/V, etc.).

Essential skills and qualities:



The Intern must be comfortable taking initiative, managing and executing projects, and enjoy working collaboratively but independently within a small team of staff and volunteers. Candidates must be able to manage multiple projects.

The Intern must also be detail-oriented, flexible, personable, and professional with strong communication and problem-solving skills. Successful candidates will have excellent organizational and time-management as well as good writing and editing skills.

Candidates must be comfortable with and/or interested in having thoughtful and sensitive discussions about race, history, identity and challenging topics.

A basic facility with technology and/or willingness to learn new technical skills (graphic design software, Eventbrite, Trello, Google Cal and Google Drive, Wordpress, Canva, etc.) is necessary. A basic facility with and/or willingness to learn basic office skills (scanning/photocopying, etc.) is also necessary.