



## Graduate-Level Public Programs Practicum or Internship

Position: Public Programs Fellow

Reports to: Program Director & Curator

Hours: Approximately 10 hours per week during the semester

Location: North Main Street, Providence, RI

Start date: Immediately

The Center for Reconciliation offers a wide range of events, ongoing programs and exhibits designed to connect us to the history and the legacy of slavery, the slave trade, and the construction of race in America so that together we can build a more just and equitable future.

### Position Description:

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

- Program Conceptualization
  - The Fellow will 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.
  - The Fellow will also assist the Program Director and Curator with envisioning programs already underway.
- Program Coordination
  - In conversation with the Program Director, the Fellow will 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 Fellow should be comfortable drafting marketing copy as well as fliers for upcoming programs. The Fellow should also be willing and able to create new printed collateral for programs (bookmarks, signage, etc.).
- Program Execution
  - In conversation with the Program Director, the Fellow should be present for any public programs where they are expected. Along with other staff and volunteers, Fellows 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 Fellow 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 Fellow 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.

Interested candidates should submit a resume and cover letter to [elon@cfrii.org](mailto:elon@cfrii.org) with "Public Programs Fellow" in the subject line.