



**National Endowment for the Arts
Student Arts and Culture Internship for Historically Black Colleges and Universities**

Expected Dates:

Summer 2019, which can be extended to fall 2019, winter 2020, spring 2020 or year-round

Site:

Washington, D.C. at the headquarters of the National Endowment for the Arts

Eligibility:

US Citizen or Permanent Resident

Student attending a Historically Black College or University (HBCU)

About the Arts Endowment:

Established by Congress in 1965, the Arts Endowment is the independent federal agency whose funding and support gives Americans the opportunity to participate in the arts, exercise their imaginations, and develop their creative capacities. Through partnerships with state arts agencies, local leaders, other federal agencies, and the philanthropic sector, the Arts Endowment supports arts learning, affirms and celebrates America's rich and diverse cultural heritage, and extends its work to promote equal access to the arts in every community across America. Visit www.arts.gov to learn more about Arts Endowment.

Overview of the Internship:

The National Endowment for the Arts offers a volunteer internship for a student interested in seeking valuable work experience in government and federal arts and culture policy and administration. Interns have the opportunity to make meaningful contributions to the Arts Endowment's mission to give all Americans the opportunity to participate in the arts.

The position will support the National Endowment for the Arts' in its efforts to build capacity for successful applications to the agency from Historically Black Colleges and Universities, to build awareness of the Arts Endowment, to share critical resources and information, and to establish and cultivate ongoing relationships with HBCUs.

In addition, students are encouraged to participate in Arts Endowment sponsored intern events, such as a brown bag lunch with senior officials and discipline directors. Other activities will be arranged based on the interest of the intern.

The intern will participate in rigorous projects that build project management skills and deepen understanding of arts and culture across the country. The intern will also work with multiple stakeholders on their projects, helping the intern develop and demonstrate communication skills and experience navigating organizational hierarchies.

While the Arts Endowment is not able to provide compensation or housing for the internship program, many students receive academic credit for their work at the agency.



Details:

This internship will focus on:

- Identifying, assessing and cataloguing the arts and culture resources, classes and program offerings of all accredited HBCUs.
- Developing foundational materials to be used by agency staff when promoting the work of the Arts Endowment to HBCUs.
- Mapping HBCUs to congressional districts across the country.
- Mapping the location of HBCUs to upcoming travel by agency staff.
- Working with a team to plan a fall 2019 Federal Cultural Funding Symposium for HBCUs.

The internship will require proficiency in Microsoft Word, PowerPoint and Excel.

Qualifications:

Current student at a Historically Black College or University.

Strong interest in arts and culture policy and administration.

Strong interest in building project management skills, communication skills and team work and collaboration skills.

Demonstrated experience in strong organizational skills.

Demonstrated experience in being detail oriented.

Demonstrated proficiency in Word.

Demonstrated proficiency in PowerPoint.

Demonstrated proficiency in Microsoft Excel.

Application Process:

Send a cover letter detailing the time period you will be available (including days of the week, if you will not be available for five days), your interest areas and how you meet the qualifications for the internship. Please also indicate if you will be earning academic credit. Letters of recommendation, references, and college transcripts are suggested, but not required.

To ensure sufficient time for proper consideration of your application, please email materials at least four weeks before the date you wish to begin your internship to OHRTraining@arts.gov, with HBCU Arts and Culture Internship as the subject line.

Questions:

If you have questions about the application or selection process, please contact OHRTraining@arts.gov.

If you have questions about any aspect of the position, please contact HBCU@arts.gov.

The National Endowment for the Arts does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.