

## **Springfield and Central Illinois African American History Museum**

Through our museum programs and community partnerships, we provide cultural & educational historical exchange to Springfield, Central Illinois, and hundreds of national & international visitors yearly. The SIAAHM continues to gather oral histories that tell the stories of African American life in Springfield and the Central Illinois area. The museum collects, maintains, catalogs, and interprets documents and artifacts chronicling the history and legacy of African American people. These services are conducted each year through educational museum activities, collaborative art experience for families, church based organizations, public and charter schools, and with various other community based organizations throughout Sangamon County & Central Illinois.

Whether working with our Program Team to support and manage one of our arts mentoring programs or with our Development Team to assist with event planning and fundraising, interns are an integral part of the organization. We pride ourselves on providing a learning, professional- development focused environment.

We are currently accepting applications for the following positions:

### **Administrative Arts Intern**- responsibilities include:

- Coordinating volunteer communications (event sign-ups, occasional mailings, etc);
- Preparing for Arts Mentoring Program Trainings, Curriculum Reviews and Art/Exhibit Parties for participating volunteer mentors;
- Developing and preparing curriculum materials;
- Creating sample art projects;
- Processing youth enrollment and evaluation forms; and
- General administrative tasks and errands, as needed.

AAHM believes the combination of working “in the field” in our programs and “behind the scenes” at our offices creates the highest quality internship we can offer.

### **Design and Marketing Intern**-responsibilities include:

- Assisting with updating/redesigning current organizational working documents (including program information and forms, corporate pitch documents, event materials, and press kits, among others)
- Assist the museum Marketing Manager in defining and distributing branding guidelines and template documents to staff/board/volunteers
- Assist with regular updates of the organizational website, newsletter, any and all social media with new material
- Create and edit content for social media streams as needed

- Assist the Marketing Manager with special design projects, including special event websites for our various fundraising events
- Attend Volunteer Development team meetings and participate in team brainstorming and planning

The Design and Marketing Internship is ideally suited to someone with a strong understanding of visual communications, design layout, and a sharp eye for detail. A clean, simple design aesthetic is preferred. Experience with Adobe Creative Suite (primarily InDesign, Photoshop, and Illustrator) is required. Knowledge of websites, HTML and/or WordPress are not necessary, but are considered a plus.

#### **WHAT MUSEUM INTERNS CAN EXPECT:**

Well-rounded internship experience that includes office time and "on-the-ground" service in one of our programs working with youth, families, community & cultural exchange.

Training and support from a direct staff supervisor and our Director of Engagement.

A clear work plan with a variety of projects that provide a full view of the work of the organization.

Bi-weekly meetings with your team leader

Professional Development opportunities museum/gallery staff to discuss career paths, resumes, interviews, and more.

A team-oriented, passionate work environment.

Opportunity to build resume worthy skills in non-profit management and development.

First-hand knowledge of the ways in which access to the arts can empower underserved youth and communities!

#### **WHAT WE EXPECT FROM INTERNS:**

A commitment and passion for our mission/vision.

5-8 hours of your time each week (depending on your schedule) for 8-12 weeks.

Attention to detail, willingness to learn, and work collaboratively.

Compensation: Unpaid. Willing to work with gallery/museum for credit.

**TO APPLY:** All applicants must submit an Internship Application, cover letter, and resume. For more information, contact us at: (217) 585-1157 or at [siaahf@yahoo.com](mailto:siaahf@yahoo.com)

Applications are available upon request.