

Historic New Harmony

Community Engagement Internship – 2024

The Community Engagement Internship is centered around supporting Historic New Harmony's community engagement efforts and building skills in communication, collaboration, and evaluation. This intern will assist the Community Engagement Manager with ongoing outreach and education programming projects and with researching and identifying opportunities to increase awareness of Historic New Harmony and its offerings.

Responsibilities

- Submit events and content to online community and tourism calendars.
- Create social media posts and help with planning the social media calendar.
- Research potential collaborations with community partners.
- Design marketing and outreach materials.
- Prepare program packets and presentation and workshop materials.
- Assist with research and creation of samples of hands-on activities for education programs.
- Assist with events and programs as needed.
- Complete special projects and reports as requested.

Qualifications

- Willingness to learn and work in a team environment; handle multiple tasks at once; adhere to deadlines.
- Great organizational skills, patience, and strong attention to detail.
- Excellent verbal and written communication skills.
- Knowledge of social media platforms; graphic design skills are a plus, but not required.
- Intern must be available to work at least 10 hours per week in New Harmony, Indiana.
- Open to college undergraduates, recent graduates, or graduate students with an interest in history, art history, museums, or fine arts. Other majors are welcome to apply, but please indicate in your cover letter how this internship relates to your degree or career goals.

Pay Rate

\$7.25/hour

How to Apply / Questions about Internships

For USI students, complete an internship application through Career Launch on the USI Career Services and Internships website: usi.edu/career-services.

Please contact Heidi Taylor-Caudill, Collections and Community Engagement Manager, at htaylorca@usi.edu if you are a student with another college or university, or a recent graduate, or if you have questions about internships with Historic New Harmony.