

Summer/Fall Internship

The Jefferson School African American Heritage Center (JSAAHC) is dedicated to providing its diverse audience with unique educational experiences. Through guided tours, our walking tour application, school partnerships, family programs, cultural celebrations and adult programs, the Center offers visitors multiple entry points to explore its mission.

JSAAHC offers internships to promising high school rising juniors, seniors, undergraduates, graduate students or career changers who are considering employment in the arts, history, education, nonprofit management and promotions and marketing. Through administrative and project-based activities, interns have the opportunity to research, conceptualize and implement, programs and initiatives that advance the Heritage Center's mission.

JSAAHC interns participate in rewarding hands on experiences that allow them to directly impact programming; interact with other City Center Resident Partners and the community; and learn about Charlottesville history and the culture of African Diaspora peoples. Interns work directly with staff in the areas of: advancement, communications, curatorial, genealogy and public programs.

Details

During summer sessions, interns are expected to commit 15–20 hours per week during 10-week cycle beginning Monday, June 15, 2015 and continuing through Friday, August 21, 2015. Fall session interns are expected to commit 15–20 hours per week during a 10-week cycle beginning Tuesday, September 8, 2015 and ending Friday, December 4, 2015.

Required materials

- Completed Application Form
- Cover letter explaining your qualifications and desire for internship
- 3 letters of recommendation

Applicants should apply to no more than two internship positions.

Deadline to submit an application for a summer internship is April 20, 2015.

Deadline to submit an application for a fall internship is July 13, 2015.

Advancement Intern

Internship type: Administrative/project-based
Level: undergraduate, graduate, career changer

The advancement intern assists with the fundraising and community relation activities of the JSAAHC and the Jefferson School Foundation. The intern attends staff meetings and is expected to keep abreast of JSAAHC programming.

Task Includes:

- Database administration, including support with updating donor information and donation acknowledgement
- Grant research
- Assist with member acquisition and retention
- Aid in volunteer recruitment and training
- Aid in special events development and management
- General administrative support

Desired skills/qualities

The ideal candidate has excellent interpersonal and communication skills and the ability to effectively and enthusiastically communicate the mission to various audiences; s/he has proficiency in Microsoft office, ability to multi-task, and an enthusiastic, "can do" attitude. The development intern is detail oriented, and has strong writing and oral skills. Schedule will include some Saturday and evenings.

Communications Intern

Internship type: Administrative/project-based
Level: high school, under-graduate, graduate, career changer

The communications intern is instrumental in maximizing and expanding JSAAHC exposure in the community and beyond.

Task Includes:

- Media relations: developing relationships with local and national journalists to pursue positive stories about the Jefferson School
- Media list development and management
- Maintenance of social media including website, Facebook, and Twitter
- Writing of press releases for upcoming events
- Work with designer in the development of programmatic promotions
- Aiding when necessary, in the execution of special events
- General administrative support

Desired qualities/skills

Dynamic, self-motivated, outgoing, highly organized person with exceptional writing skills and capacity to work with diverse populations. Proficiency in Microsoft Office and social media applications such as Facebook and Twitter is a must.

Curatorial Intern

Internship type: Administrative/project-based

Level: high school, undergraduate, graduate, career changer

The curatorial intern works with the curator in the development of *Pride Overcomes Prejudice*, the Center's permanent exhibition. S/he will assist with preparations for its four contemporary exhibitions.

Task Includes:

- Editing and updating exhibition checklists and artist bibliographies
- Compiling, resizing and uploading relevant images
- Transcribing interviews and working with artist statements, resumes and related materials
- Writing/editing labels and exhibition descriptions
- Installation planning and execution, including development of educational materials
- General administrative support

Desired qualities/skills

The ideal candidate must have demonstrated research skills, strong attention to detail excellent follow-up and organizational skills, and ability to work independently.

Public Programs Intern

Internship type: Administrative/project based

Level: high school, undergraduate, graduate, career changer

The public programs intern helps in the preparation of the annual public program schedule, which includes lectures, films and performances.

Task Includes:

- Research possible programs for public presentation
- Tracking artist and participant communications
- Work with communications to develop and execute marketing plan for program
- Work with advancement on invitation lists etc. for special events
- Develop evaluation metrics for programs
- Attend all events
- General administrative support

Desired qualities/skills

The ideal candidate has demonstrated interest in programming, event management, or cultural production. S/he must be detail oriented, and have strong organization and follow-up skills. Must be able to interact with diverse audiences. S/he must have a flexible schedule with some evening/Saturdays required. Familiarity with Charlottesville's other cultural institutions is a plus.

Pauline Oberdorfer Minor Local History Intern

Internship type: Administrative/project-based

Level: high school, undergraduate

The internship is named after Pauline Oberdorfer Minor, who was a native of Charlottesville and probably attended the Jefferson School sometime prior to 1900. Oberdorfer Minor attended the Teachers College at Howard University and was one of the founding members of Delta Sigma Theta Sorority, Inc. This internship is made possible through the generous support of Delta Sigma Theta Sororities in Virginia.

The intern works with Local History staff to research, develop, and execute programs that encourage, through the arts, the knowledge of Albemarle-Charlottesville African American history.

Task Includes:

- Research and document the accomplishments of the African American community
- Aid in the research and implementation of lectures and symposiums and other public programs
- Archive and document Heritage Center materials
- Aid in the development of local history portal
- General administrative support

Desired qualities/skills

The ideal candidate has excellent interpersonal and communication skills including writing skills. The candidate must have demonstrated research skills and ability to work independently.

Application

Contact information

Name

Address

City/County

State

Zip

Phone number(s)

Email

Academic information

Academic affiliation

Major

Minor

Internship positions of interest (please limit to 2):

Season: Summer | Fall | Year:

Availability

Please specify which hours and days you are available

Days: Monday | Tuesday | Weds. | Thursday | Friday | Saturday | Sunday

Hours: _____ | _____ | _____ | _____ | _____ | _____ | _____

Requested materials:

- Completed Application Form
- Cover letter explaining your qualifications and desire for internship
- 3 letters of recommendation

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E-mail requested materials to:

Andrea Douglas, director@jeffschoolheritagecenter.org

Or mail application to:

233 4th St, NW Box A, Charlottesville, VA 22903

Attention: Andrea Douglas