



# Smithsonian Latino Center

## General Smithsonian Latino Center Internship Opportunities

**Smithsonian Latino Center Mission Statement:** The Smithsonian Latino Center was created in 1997 to promote Latino presence within the Smithsonian. The Center is not represented in one physical location; rather, it works collaboratively with the Institution's museums and research centers, ensuring that the contributions of the Latino community in the arts, history, national culture and scientific achievement are explored, presented, celebrated and preserved. We support scholarly research, exhibitions, public and educational programs, web-based content and virtual platforms, and collections and archives. We also manage leadership and professional development programs for Latino youth, emerging scholars and museum professionals. **To apply, please visit <https://solaa.si.edu> , register and search Smithsonian Latino Center Internship Program.**

**The Center provides internships year-round. Please note that most internship offerings are currently unpaid. Internships are geared towards high school juniors, seniors, undergraduate, and graduate students and may include the following:**

### **Education and Outreach Intern:**

- Learn about the outreach, development, and implementation of SLC national education programs and publications (bilingual) for K-12, youth, and family audiences
- Learn about the development of national education collaborations/partnerships with schools, after-school and community programs, non-for profit organizations, colleges/universities, and other educational institutions
- Learn about the outreach, coordination, and implementation of the Smithsonian Latino Center's Young Ambassadors Program and other youth programs and outreach

### **Web/Virtual Immersive Education Intern:**

- Understand the role digital immersion plays in preserving cultural heritage and identity
- Learn hands-on digital storytelling applications from experts in the field

### **Advancement Intern (See Detailed Internship Description Below):**

- Develop their understanding of philanthropy as they review and evaluate funding opportunities
- Understand the role of fundraising at a non-profit through participation in regular fundraising team meetings, meetings with SLC and Smithsonian colleagues, and staff meetings
- Gain insight into the intersection of fundraising, marketing, and outreach as they actively research funders and develop materials to present to potential funders

### **Graduate Program & Professional Development Intern (Stipend Provided):**

- The Latino Museum Studies Program (LMSP) provides a national forum for graduate interns to share, explore and discuss the representation and interpretation of Latino cultures in the context of the American experience. It provides a unique opportunity to meet and engage with Smithsonian professionals, scholars from renowned universities, and with leaders in the museum field.
- LMSP is offering an internship (stipend provided) to support alumni program development for a duration of ten weeks (full time) or semester (part time). The intern will assist with research and updates of program alumni information, development of alumni data clusters and infographics, as well as support in initial program development.



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- The intern will gain to further develop their research and creative skills.
- The intern will expand their data presentation skills
- The intern will learn about program assessment through previous program research
- The intern will have the opportunity to develop professional network through connections made with internal and external contacts.

## **Smithsonian Latino Center Internship Description Advancement Intern**

**Timeframe:** Minimum of one semester (24 hours/week)

### **Background Information:**

This is an unpaid internship opportunity where the intern will be an active member of the Smithsonian Latino Center's advancement activities, gain valuable fundraising research skills and exposure to an arts non-profit organization. The intern's primary duties include: conducting research on existing and prospective individual, foundation, and corporate donors; managing mailing campaigns; create video messaging materials; and develop online list-building initiatives. Furthermore, the intern attends bi-weekly SLC staff meetings, weekly SLC advancement meetings, and project-related advancement meetings as appropriate.

### **Learning Objectives and Project Description:**

Through the internship, interns will develop critical skills associated with nonprofit administration and fundraising. Specifically, they will:

- 1) Learn how to conduct prospect research as they generate lists of potential donors and match them with SLC funding needs.
- 2) Improve their project management skills as they coordinate in-house mailing campaigns to prospective and existing corporate, foundation, and/or individual donors and assist in board meeting logistics
- 3) Refine their written, oral and presentation skills as they assist in the drafting of correspondence, proposals, pitch materials, and presentations.
- 4) Gain insight into the intersection of fundraising, marketing and outreach as they update the SLC contact list and database of potential funders.

### **Experience will be best suited for candidates to whom the following applies:**

- Students who have a minimum GPA of 3.0
- Students who are enrolled in a four-year college or university
- Students with an interest in refining their knowledge of:
  - Non-profit management
  - Fundraising, cultivation, and stewardship events
  - Prospect research
  - Database management
- Students who have a solid understanding of MS Office

**Project Point of Contact:** Senior Advancement Officer and/or Advancement Associate will provide day-to-day mentoring and management.