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.

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:

**Exhibitions and Public Programs Intern:**
- Learn about the coordination and implementation of Smithsonian Latino Center exhibits and research initiatives
- Learn about the development of culturally relevant programs created to engage Latino audiences and communities

**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):**
- Learn about the coordination and program implementation of the Latino Museum Studies Program.
- Learn about program assessment through surveys, focus group and other evaluation tools.
- Learn about documenting program for historic and promotional purposes
- Preference given to students with a photography and video background
- For Cover Letter – please expand on your experience with video and photography.
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.

**To apply, please visit** [https://sola.si.edu](https://sola.si.edu) **, register and search Smithsonian Latino Center Internship Program.**