



Communications & Events Internship - *Summer 2018*

Position Description

The Federation of State Humanities Councils (FSHC), the national membership association of the state humanities councils, seeks a highly motivated, mission-driven student intern in the communications/hospitality field. The intern would participate in planning and preparing for the National Humanities Conference and other FSHC meetings. Candidates who are organized, friendly, and looking to gain experience in communications and event planning should apply!

Accepting Application

May 9th - May 23rd

Internship Dates

Early June - Late July

Compensation

FSHC will provide a stipend of \$100 per week for the full term of the internship.

Schedule of Internship

We are flexible in arranging a set schedule and willing to discuss this with candidates that are selected for interviews. At least 2 consecutive days in the office per week is preferred. Approximately 15-20 hours a week in total. Summer board meeting requires travel out-of-state, where expenses will be covered. Must be available to attend July 19th - 21st.

Position Function(s)

The qualified candidate will assist FSHC in both a Communications and Events and capacity:

- Monitor for coverage, quotes, and images in online and social media
- Draft council program summaries and secure appropriate images
- Draft social media posts for Twitter, Facebook, and Instagram
- Respond to emails concerning event questions.
- Oversee online conference registration and conduct online event surveys
- Assist with development of online event materials and printed materials
- Update hotel reservations for multiple meetings
- Coordinate travel, meeting space, and catering arrangements for the annual conference
- Assist the Directors of Communications and Events in additional support tasks, as needed

Documents

In addition to your resume, please provide a cover letter describing your relevant experience to this position.

Contact Information

Email resume and cover letter to: info@statehumanities.org