

**Programs Intern**

Academic Level:	B.A., M.A., or relevant degree in hand or in progress
Supervisor(s):	Melissa Rand, Assoc. Curator of Digital & Emerging Media
Department:	Center
Dates & Length of Internship:	Summer 2018: 14 week cycle; May-Aug 2018 Weekly commitment: 16-20 hours/week
Application Deadline:	March 1, 2018
Stipend:	\$3,500 per internship

Shangri La is a museum for learning about the global culture of Islamic art and design through exhibitions, digital and educational initiatives, public tours and programs, and community partnerships. We create opportunities for positive narrative change and understanding, inspiring the public with the creativity of Islamic cultures.

**Internship Overview:**

The Programs Intern supports the mission of Shangri La through Shangri La(b), Shangri La's center of creative programming that pilots and runs innovative and socially conscious programming to broaden access to Shangri La's collections and exhibitions onsite, offsite and online. Shangri La(b) plays a key role in enabling Shangri La to be a bridge for the public to understand global culture and citizenship in the 21st century.

Internships in the Center Department at Shangri La provide professional training for students in Museum Studies, Education, Communications, Art History, or related programs. The Programs Intern will assist with further development and coordination of onsite and offsite public programs as well as educational and digital media initiatives, contingent on the applicant's area of interest and past experiences.

Tasks may include assisting with the public tour and interpretive guide program, conducting research to create online, onsite, and offsite learning resources, corresponding with community stakeholders, assisting in all levels of event planning from brainstorming, to organizing details, to ensuring the successful execution of the event, developing and producing content for social media campaigns, working with external vendors to coordinate logistics, attending department meetings, and responding to email and other inquiries.

**Internship Requirements:**

- Excellent interpersonal and communication skills;
- Excellent verbal and written communication skills;
- Ability to prioritize responsibilities and work well both independently and within a team;
- Experience with event planning and coordination;
- Documenting events (via audio, video and photography), and a working knowledge of Adobe Creative Suite (including Photoshop, InDesign, Illustrator) is desired;
- Knowledge of Microsoft Office Suite (including Word, Excel, PowerPoint and Outlook) and social media applications (Instagram, Twitter, Facebook) is required;
- Knowledge of Islamic art, culture and design a plus.

**Internship Application Procedure:**

The applicant must send an up-to-date CV or resume, a cover letter, an unofficial transcript, and two references to shangrilainterns@ddcf.org by the deadline listed above. Indicate "Programs Internship Application" in the subject line. Applicants will be notified of their status by late March.