

HA PROGRAMS AND EVENTS INTERNSHIP (Part time, Unpaid)

Application Deadline: March 16th, 2025

Spring / Summer Internship (April 1st through July 31st, 2025)

The Hamiltonian Artists (HA) Programs and Events Internship provides an introduction to the world of contemporary art and nonprofit organizations. The ideal candidate should possess strong time-management and multitasking skills; be detail-oriented, welcoming and attentive to visitors' experience; and be social media savvy, documenting in-person events in a professional and respectful manner.

Through this internship, we hope to support candidates who are interested in learning more about DC's arts ecosystem. This opportunity would be especially beneficial for those interested in exploring a career in the arts nonprofit space, or the visual arts field in general.

The Hamiltonian Artists Programs and Events Intern reports to the Director of Programs and Curator, and the Operations and Exhibitions Coordinator. While hours will vary based on HA programs and events calendar, candidates should expect a time commitment of 3-6 hours per week.

About Hamiltonian Artists:

Located in the U Street Corridor of Washington, D.C., Hamiltonian Artists is a nonprofit arts organization that nurtures community and increases access to space, opportunity, and resources for emerging artists through impactful programs and exhibitions.

Core Responsibilities:

- Attend Hamiltonian Artists' public and internal programs including artist talks, opening receptions, open studios, presentation meetings, and special events; assisting with setup and breakdown. (chairs, tables, program materials etc.)
- Supporting the creation of event recaps by capturing photo and video content (to be used across social media posts, email campaigns, etc.)
- Elevating visitor experience by monitoring and maintaining the aesthetic, cleanliness, organization and upkeep of HA facilities during programs and events
- Lending hands-on program assistance to HA staff and guest facilitators as needed

Qualifications:

- Strong communication and organizational skills
- Quick learner with the ability to work independently
- Familiarity with social media content creation (photo and video) is preferred
- Previous experience with onsite public program assistance is a plus
- Interest in contemporary art, art appreciation, and visitor experience preferred

Eligibility:

- Must be at least 16 years of age
- Must be willing to work weekday evenings and weekends
- In an effort to strengthen the internship experience, ideal candidates would maintain permanent residence in the immediate DC metro area throughout the internship period.

Benefits:

- Earn academic credit
- Gain entry-level experience in art-related public programming and event production
- Access to internal programs and meetings will offer the Intern opportunities to learn from and engage with Hamiltonian Artists staff, fellows, and arts professionals

To apply, please complete the **Hamiltonian Artists Programs and Events Internship Application**. Questions about the application may be directed to anisa@ha-dc.org.

Application link:

<https://docs.google.com/forms/d/e/1FAIpQLSc4fzNJWjDRx0A03Tpk8sewQNqu0DsfUaoPcNtpicJvvtgJXg/viewform?usp=header>