General Smithsonian Latino Center Internship Opportunities

**SLC Mission Statement:** The Smithsonian Latino Center is the division of the Smithsonian Institution that ensures that Latino contributions to art, science and the humanities are highlighted, understood and advanced through the development and support of public programs, scholarly research, museum collections and educational opportunities at the Smithsonian Institution and its affiliated organizations across the United States and internationally.

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 public programs
- 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 K-12 educational field trip/workshop experiences.

**Web/Virtual Immersive Education Intern:**
- Learn about innovative outreach strategies via gaming, simulations, and virtual world experiences for K-12, youth, and family audiences.
- Learn about evaluation and assessment of immersive online learning.
- Learn about the use of social media driven content for targeted outreach event.

**Development 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 update the SLC contact list and database of potential funders.

**Marketing Intern:**
- Learn about new projects related to the branding, marketing, and public relations initiatives of the Center.
- Learn about the various sections of the SLC website and other online communication efforts such as social media and e-marketing initiatives.
Smithsonian Latino Center Internship Description

Development Intern

Timeframe: Minimum of one semester

Background Information:

This is an unpaid internship opportunity wherein the intern will support the Smithsonian Latino Center’s development 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. Furthermore, the intern attends bi-weekly SLC staff meetings, weekly SLC development meetings, and project-related development meetings as appropriate.

Learning Objectives and Project Description:

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

- Learn how to conduct prospect research as they generate lists of potential donors and match them with SLC funding needs
- 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 update the SLC contact list and database of potential funders
- Refine their written, oral, and presentation skills as they assist in the drafting of correspondence, proposals, pitch materials, and presentations
- Gain exposure to nonprofit board management as they assist with board meeting preparation
- Improve their project management skills as they coordinate in-house mailings to prospective and existing corporate, foundation, and/or individual donors
- Gain an understanding of non-profit operations through special projects and administrative duties as assigned

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 or recent college graduates (within 12 months)
- Students with an interest in refining their knowledge of:
  - Non-profit management
  - Fundraising operations
  - Fundraising, cultivation, and stewardship events
Prospect research
- Database management
- Students who have a solid understanding of MS Word, preferably MS Outlook as well
- Students who have utilized Excel, including basic to intermediate formulas, in an academic or professional setting
- Students who have developed a PowerPoint presentation and presented it in a class, group, or professional setting

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

To apply, please visit https://solaa.si.edu, register and search Smithsonian Latino Center Internship Program.