

MADE BY US

POWERING OUR FUTURE WITH HISTORY

Civic Season Internships (Remote/Virtual - 2 Positions Available)

January - May 2023

Application Deadline: Dec. 18, 2022

[APPLICATION FORM](#)

Are you passionate about empowering younger generations and making your voice heard? Do you want to gain experience working with cultural institutions of all shapes and sizes, nationwide? Are you interested in sharpening your skills in project management, organization and communications? We want to work with you!

The Civic Season is a new annual tradition held between Juneteenth and July 4th, driven forward by Gen Z-ers and history museums across the country. With your help, we are excited to make the third [Civic Season](#) more impactful in more communities.

You will be working closely with the [Made By Us](#) director at the Smithsonian's National Museum of American History, the Partnerships and Communications Director, the Civic Season Program Manager and the Community Engagement Manager to conduct research and outreach, assist with partner communications to museums and historic sites nationwide, review event submissions, manage datasets, create content and digital storytelling, work on websites, and more - this is an opportunity where we are excited to hear your ideas and lean into your strengths and passions, learning together.

Who we're looking for:

- Current student (undergrad or graduate) or recent graduate
- Located in the United States and available for calls on Eastern Time
- Comfortable working remotely, and have reliable access to high-speed wifi and computer and quiet area for video calls, and experience using Google Drive
- Comfortable joining a fast-paced project team and sharing opinions and ideas
- Excellent written communication with careful eye to detail
- Can juggle multiple priorities with a high level of responsiveness and organization
- Interested in our mission and ready to dive in!

- We'll train you on specific skills as needed like Wordpress, Slack, Airtable, writing pitch emails, cultivating partnerships, giving presentations and social media strategy - and you'll learn about all aspects of building a nationwide movement and campaign.

Position Dates and Compensation

- 16 weeks between late January and late May
- 16 hours/week – hours are flexible, but set schedule preferred
- \$2000 stipend
- All work is remote

What you'll work on:

Internship 1: Strategic Partnerships Intern

- Work directly with Managing Director on research and outreach to strategic partners including sponsors, brands, foundations and media
- Cultivate Civic Season organizational participation including list building, drafting communications, hosting webinars, taking calls and notes, driving event submissions, reviewing and proofing event submissions, responding to inquiries and working directly with museums and historic site staff on programs
- Support Civic Season operations including event planning and design, project management, and CRM and Wordpress (we'll train you!)

Internship 2: Civic Season Editorial Intern

Note: For this internship you should also be comfortable with appearing on camera for our work in social media content creation

- Work directly with Managing Director on research and outreach to strategic partners including sponsors, brands, foundations and media
- Cultivate press and media leads and partnerships through research, outreach, list building, drafting pitches and assembling materials
- Assist with social media and multimedia content creation across platforms
- Assist with community management including socializing, platform exploration, youth outreach and list-building

About Made By Us

[Made By Us](#) is a coalition of 150 history museums, historic sites and archives devoted to engaging and empowering the generations that are the future of our country. The initiative is led collectively by the Smithsonian's National Museum of American History, Monticello, the National Archives Foundation, the First Americans Museum, Atlanta History Center, Heinz History Center, New-York Historical Society and the Charles H. Wright Museum of African-American History. Young adults are already shaping our nation and our democracy - Made By Us meets them where they are, sharing history from a broad array of credible sources to inform and ignite civic participation. The Civic Season, from Juneteenth to July 4th, is our flagship program.