



Position title: **Communications Intern**

Position type: **Internship, non-credit (hours per week TBD)**

Term: **Approx. 3 months; Feb. 8 – May 3, 2024 (dates flexible)**

Reports to: **Development & Communications Director**

Location: **Remote**

Start Date: **February 8, 2024 (or shortly thereafter)**

Humanities Tennessee (HT) fosters community and civility in Tennessee through engaging programs that examine and reflect upon ideas, stories, history, arts, and culture. In addition to our own programming, we partner with a variety of organizations across the state who are similarly encouraging community dialogue and activities that push us to think deeper and develop mutual respect and understanding for each other.

HT is commemorating 50 years of public programming which includes the Southern Festival of Books (SFB) celebrating 36 years this October and the online literary publication Chapter16.org (Ch16), among several other literary programs.

We are seeking a Spring 2024 intern to support communications efforts on a variety of projects from creating written work to social media, plus research to help inform future communications and outreach plans. This is an opportunity for someone who thinks critically, writes creatively, works well independently, and is driven by curiosity.

The following highlights some of the projects identified for this internship. The scope of work will be better defined with the intern based on their schedule and availability:

- Research and brainstorm opportunities to engage new audiences across Tennessee with SFB and Ch16. Work collaboratively with development & communications director and literary program staff to create tool kits that may be shared in local communities to make more people aware of SFB and Ch16.
- Create a story bank of Festival volunteer and donor experiences using Zoom and/or email interviews to be utilized throughout Summer and Fall in support of the Festival. This could include blog stories, social media posts, stories, and reels, and other creative ideas.
- Contribute persuasive and compelling writing for thank you letters, blog posts, and HT newsletters.

The ideal candidate will possess the following qualifications:

- Superior communication skills, both verbal and written.
- Proficiency across social media platforms (Facebook, Instagram, Linked In) including content creation, audience engagement, and understanding meaningful analytics.
- Basic graphic design skills utilizing Canva. Experience in graphic design and photo/video editing is a plus!

To Apply: Please submit cover letter, résumé, and a writing sample (e.g., blog entries, substantive social media posts, etc.) via email to sandy@humtn.org with the subject line as “Spring 2024 Intern”.

Additional Details:

The skills and experience needed to be successful in this position exist on a spectrum. Frequently cited statistics show that candidates with disabilities, BIPOC candidates, women, and members of marginalized and/or systematically excluded groups apply to jobs only if they feel they meet 100% of the qualifications. Humanities Tennessee is happy to leave that statistic in the past. Seldom does one person meet 100% of the qualifications. Please just apply.

Humanities Tennessee is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law.