

Summer 2024 Available Internship Positions

Want an internship but not sure where to start? Here are some positions that we have lined up with local humanities institutions.

Applications for Summer 2024 are open now! For best consideration, please apply as soon as possible.

Note: you must complete the Mellon Internship Program application *before* applying with the host site. Please indicate in your application email to the host site that you are applying as part of the Mellon Internship Program.

Grant Coordination Internship – [Linda Hall Library](#)

Supervisor: Katie Rieger, Director of Grants Management

Description:

Reporting to the Director of Grants Management, the Grant Coordinator Intern will play a key role in supporting the Library's grant acquisition. The Grant Coordinator Intern will gain hands-on experience in the grant writing process, research funding opportunities, prepare grant applications, manage grant timelines, and make a meaningful impact in the community.

- Research and identify potential grant opportunities that align with the Library's mission and programs.
- Assist in the preparation of grant proposals, including compiling necessary attachments and ensuring alignment with funder guidelines.
- Help maintain a grant calendar to track deadlines, submissions, and reporting guidelines.
- Collaborate and attend meetings with internal and external partners to gather information and data necessary for grant proposals and reports. Throughout the summer, you'll have the opportunity to network with other nonprofit and partner organizations.
- Assist in the preparation of grant budgets. You will work with the Director of Grants Management to learn about budgeting and financial management within the context of grant acquisition.
- Engage with professional development opportunities and trends in grant writing, fundraising, and nonprofit management.

Requirements:

- Excellent writing, editing, and proofreading skills
- Ability to craft clear, compelling narratives
- Strong research skills, including the ability to gather and synthesize information from various sources
- Highly organized, with the ability to manage multiple projects and deadlines simultaneously
- Ability to work collaboratively
- Proficiency in Microsoft Office Suite and grant management software

Note: Linda Hall Library requires a background check prior to employment

How to Apply: Email a resume and letter of interest to Katie Rieger, Director of Grants Management at riegerk@lindahall.org.

Research Assistant – *Untitled Plant Film*, dir. Caitlin Horsmon

Supervisor: Caitlin Horsmon, director of *Untitled Plant Film* and Associate Professor of Film & Media Arts

Description:

Seeking an intern who is interested in researching both historical and contemporary sources for an as yet unnamed documentary film project (*Untitled Plant Film*), that examines colonialism and climate change through the lens of three common houseplants, philodendrons, bromeliads, and monstera deliciosa. *Untitled Plant Film* asks “what drives the desire to grow plants indoors and how is this practice connected to technology, the history of settler colonialism and climate change?” Working in the tradition of the essay film, *Untitled Plant Film* considers our relationship to the rapidly changing natural environment through the vehicle of these common houseplants and their contemporary ‘star status’ on social media. The film follows their story from Brazil and the work of renowned landscape designer and artist Roberto Burle Marx, to the various eras of their mass cultivation, to their skyrocketing popularity during the pandemic on social media. *Untitled Plant Film* is an interdisciplinary project that speaks to a broad public audience.

The film’s director, Caitlin Horsmon, Associate Professor of Media, Art and Design, is seeking an undergraduate researcher who is interested in digging into the themes of the film doing traditional background research on the topics the film addresses as well as background research on possible experts to be interviewed for the project. Location sourcing would also be a part of the work.

A good portion of the work can be done remotely, but there is an expectation of weekly meetings/check-ins with the internship supervisor, some in-person and some remote.

Requirements:

- Undergraduate student in the humanities
- Interest in documentary cinema and/or historical research
- Experience in OR interest in learning research optimization, bibliographic citation/annotation
- Experience capturing video from online sources is a plus

How to Apply: Email director Caitlin Horsmon at horsmonc@umsystem.edu with your resume and a statement describing why you are interested in working on this film and any previous research activities (if any).

Community Engagement Internship – [Job One](#)

Supervisor: Rebecca Swank, Director of Community Engagement

Description:

The Community Engagement Coordinator supports strategic and annual plans for communicating the mission and accomplishments of Job One to various Job One constituencies. They will develop communication tools (including, but not limited to the website, social and digital media, brochures, flyers, press releases, newsletters, event promotions, direct-mail campaigns, and brand integrity) to effectively carry out communications and fundraising plans administered by Dir. Of Community Engagement. This position will also provide support in the administrative and database management.

- Works with Director of Community Engagement to create communications plan for implementation and coordination of marketing activities
- Develops community ad media outreach plans
- Coordinates with Summer Work Experience Program Job Coaches to get photos and stories for social media and blog content
- Coordinates agency displays at events, develops and maintains display materials
- Assists in development of writing, production, and dissemination of print and electronic communications materials, including social media content following brand and style guides
- Coordinates and produces photography at events
- Assists with fundraising in areas including database management, grant writing, reporting to funders, and event planning as needed

Requirements:

- Majoring or minoring in Communications, or experience in communication/marketing
- Strong written and verbal communication
- Experience with graphic design, including social media
- Ability to effectively organize, plan, communicate, and conduct job duties and special projects
- Ability to interact with people with disabilities
- Non-profit and fund-development experience preferred
- Valid driver's license

Note: Job One requires a background check prior to employment

How to Apply: Email Kimberly Hankins, Director of Recruiting and Staffing at khankins@jobonekc.org with a resume and letter of interest.

Archival Internship – [Black Film Center and Archive](#)

Supervisor: Dr. Novotny Lawrence

Description:

The Mellon Humanities Internship at Black Film Center & Archive (BFCA) introduces students to the basics of archival work and audiovisual conservation. An Indiana University entity, the BFCA was founded in 1981 by archivist, Black film scholar, and professor, Dr. Phyllis R. Klotman. It is the only archival repository in the world solely dedicated to acquiring, preserving, and celebrating all aspects of global Black film history. Interns will work closely with BFCA staff on a range of tasks relating to the day-to-day operations of the archive, which include, but not limited to:

- Assisting with organizing, cataloging, and describing collection materials (including film, video, audio, paper, and photo items)
- Digitizing archival materials and uploading them into digital repositories
- Helping with the public-facing work of the BFCA, such as tours, screenings, programming, and special events
- Processing and preparing archival materials for transfer to other facilities
- Aiding with promoting BFCA events and holdings, including social media posting and flyer design/distribution

Preferred Qualifications and Skills:

- One of more years of experience working or volunteering in museums, archives, or libraries
- Pursuing degree programs relating to Film Studies, Media Studies, Library Science, African or African American Studies, or related fields
- Proficient in English written and verbal communication skills
- Ability to work with patrons, visitors, and researchers in a courteous and respectful manner
- Ability to perform repetitive tasks with a high attention to detail
- Comfort with working independently on projects
- Demonstrates time management and prioritization skills
- Interests in film history and aesthetics
- Experience or interest in working with historically marginalized or underrepresented communities
- Experience with MS Office Suite (including Word, Excel, PowerPoint) and/or Adobe Creative Cloud (including Acrobat, Photoshop, Premiere Pro)

Up To Date Intern – [KCUR](#)

Supervisor: Zach Wilson, senior producer

Description:

The Up To Date UMKC Student Intern will assist with the day-to-day operations of KCUR's award-winning daily public affairs talk show hosted by Steve Kraske, working with the show's host, senior producer, three producers and full-time intern. The intern will produce segments for broadcast and podcast by pitching an idea, booking and pre-interviewing guests, and writing a script for the host. Topics will include arts & culture, politics, and much more, with an emphasis on highlighting Kansas City's creatives, people who represent our area at all levels of government, and telling the stories of our region's underserved communities. They will also write promotional materials for the daily talk show, edit show audio using Adobe Audition, and help other producers book guests for the show.

Student shall develop more focused understanding of what news is relevant and important for KCUR's audience; how to build relationships with sources to tell stories that matter to our community; learn how to write for broadcast and for the web; how to create a talk show script that delivers pertinent information and news with entertainment value; how to use broadcast equipment; how to edit audio using Adobe Audition, etc.

The intern will expand their storytelling and audio-editing abilities. They will also learn how to find information that the audience could use to understand the world or navigate their daily lives, and then present that information to the audience in a digestible way.

Requirements:

- Basic computer skills in Microsoft Word, Google suite of tools;
- Outlook email;
- have understanding of news value and KCUR's mission;
- know how to navigate social media including Instagram, Twitter, Facebook.
- Knowledge of audio editing software in Adobe Audition is preferred but absolutely not required.