



The Hurford Center for the Arts and Humanities' Philly Partner internship offers students the opportunity to learn directly from an extraordinary array of arts and cultural institutions. Depending on the organization's need, the student will be conducting a wide array of tasks from research, writing, social media, curating and beyond.

These internships typically last ten weeks during the summer (June through August). Students receive a \$4000 stipend that covers food, housing, commuting, and living expenses, as well as the summer earnings expectation. Students apply to this program through the Center, and host organizations invite students for interviews and make final offers directly to interns. Decisions can be expected mid- to- late March.

### **About Asian Arts Initiative:**

Asian Arts Initiative (AAI) is a multi- disciplinary and community- based arts center in Philadelphia Chinatown that advances racial equity and understanding, activating artists, youth, and their communities through creative practice and dialogue grounded in the diverse Asian American experience. AAI was founded in 1993 as a poetry coalition in response to the Rodney King trial verdict and national uprisings to confront growing racial tension between Black and Asian American communities. For 30 years we have focused on this founding and become an anchor for Philadelphia communities of color. We support artmaking that amplifies experiences touched by Asians in America, calls attention to issues facing local communities of color, and activates our neighborhood for collective social change. A diverse constituency of youth and adults of varying cultural backgrounds rely on AAI to provide a space for all to come together and give voice to experiences of cultural identity and heritage.

### **Project Description:**

*List the project that the student will be working on during their time at your organization. If you are unsure, feel free to discuss previous projects of interns or departments within your organization that the student will be working with. Please also add the specific roles the interns will take on for the project. Also add if this project will be fully/partially in person or virtual.*

The 2024 Haverford intern will be co- managed by leads from AAI's programs and development departments: Dominique Chua, Creative Assistant, and Clarissa Cheung, Development Coordinator. With this structure we aim to highlight the interdepartmental collaboration / support that yields successful community centered programming, and to remain flexible to our intern's goals and interests during their time at AAI. This internship will be hybrid in- person and virtual, especially catering to the interests of our summer intern.

Potential projects include:

- **AAI's Music Festival and Writing Residency:** The vision of AAI's Music Festival and Writing Residency is to make space for the most exciting Asian musicians and music writers to establish authentic creative platforms, in an equitable presentation space that insists on the artistic bravery of performers and the audiences. Through these programs, we will build power for the



Asian American music and music writing community in Philadelphia, one of the most significant music towns in the country, dismantling problematic and inaccurate classifications of Asian American artists and their works and redefining their contributions to the field with dignity.

- Potential Intern Responsibilities: Assisting with programming (events + workshops), attending/representing AAI at community partner events
- **AAI's Seasonal Exhibitions**: AAI hosts multiple exhibitions each year in three art galleries located on the first floor of our building.
  - Potential Intern Responsibilities: Docent exhibition Storefront and Gallery spaces
- **Print Publications**: AAI will produce two publications covering our work from previous exhibitions and our Youth Arts Workshop.
  - Potential Intern Responsibilities: Assist with administrative tasks for print publications
- **Development and Community Relations**: AAI relies heavily on grants for its fundraising initiatives, and is currently venturing into individual donor campaigns. This involves establishing or improving relationships with funders, community partners, and artists, alongside proper documentation of relationship activities.
  - Potential Intern Responsibilities: Assist with database management and acknowledgment processes, and attend local development events.

### **What you will get out of the internship:**

*Explain what the interns will learn from the project and internship. Add specific skill sets that the interns will learn.*

#### Programs:

- Learn the programs cycle in an arts non-profit context; understand how an exhibit or project is implemented including conception, planning, execution, and evaluation.
- Develop communication, organizational, and time-management skills through team-based staff projects and engaging with community partners and patrons.
- Cultivate technical skills, depending on interest, involved in gallery (de)installations and theater/concert tech.
- Opportunities to build relationships in the Philadelphia arts community.

#### Development:

- Learn about the developmental framework for arts nonprofits, including grant cycle, donor management, and financial reconciliation processes.
- Build technical / database expertise in Salesforce with the opportunity to do basic campaign analysis and planning.
- Opportunities to build relationships in the Philadelphia arts community.

### **Eligibility & Qualifications:**

- Basic understanding of community engagement
- Experience working with a diversity of communities
- Dynamic interpersonal skills; comfortable and capable of engaging in relationship-building
- Basic understanding of community development
- Commitment to AAI's organizational values of social justice and equity

### **Partnership Application & Selection Process:**

- All application materials are due **February 23, 2024**.



- Address your Cover Letter to Dominique Chua and Clarissa Cheung and include times you are available for an interview in your cover letter during February 2024

**For More Information and Advice:**

- Visit [asianartsinitiative.org](http://asianartsinitiative.org) for more information.
- Reach out to previous interns: Kira Wu- Hacoen '25, [kwuhacohen@haverford.edu](mailto:kwuhacohen@haverford.edu)