



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 \$4,000 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 Monument Lab

Monument Lab is a leading non-profit organization dedicated to the exploration, research, and advancement of public art as a catalyst for social change. Rooted in the belief that public spaces and monuments play a pivotal role in shaping collective memory and fostering dialogue, Monument Lab engages in dynamic projects at the intersection of art, history, and social justice.

Our organization collaborates with artists, scholars, and communities to create impactful public art initiatives that address pressing societal issues. With a commitment to inclusivity and diversity, Monument Lab strives to amplify underrepresented voices and stories through the power of artistic expression.

Interns at Monument Lab have the unique opportunity to be part of a vibrant and innovative community, contributing to projects that transcend traditional boundaries and challenge the status quo. By joining our team, you'll become an integral part of a movement that seeks to redefine the role of public art in building more equitable and reflective societies.

Project Description:

Interns may work in any of the following areas based on their interest and availability of work:

Curatorial:

- Conduct research for our Curatorial Pipeline.
- Contribute to the development of impactful public art projects.

Advancement:

- Play a crucial role in supporting our Grant Pipeline.
- Assist with Donor Management and help secure funding for our initiatives.

Operations:

- Assist with tasks such as inventory management.
- Support daily office operations. (Note: Interns for this role must be based in Philadelphia.)

Project Management:

- Collaborate closely with project managers, providing support for proposal development.



Research:

- Assist in field research requests related to proposals and projects.

What you will get out of the internship:

Develop Project Management Skills:

- Learn to navigate the complexities of project timelines, resource allocation, and stakeholder coordination.

Acquire Non-Profit Management Skills:

- Engage in the day-to-day operations of a dynamic non-profit organization, understanding the intricacies of budgeting, fundraising, and strategic planning.

Refine Event Organizing Expertise:

- Hone your event management skills, from logistics planning to participant coordination, under the guidance of seasoned professionals.

Cultivate Research and Curatorial Expertise:

- Develop an understanding of the research methodologies and curatorial processes essential to shaping impactful artistic narratives.

Enhance Communication and Collaboration Skills:

- Learn how to leverage social media in non-profit communications.

Network with Industry Professionals:

- Attend workshops, seminars, and networking events to broaden your understanding of the broader landscape of art, social impact, and advocacy.

Eligibility & Qualifications:

- **Eligibility:** Open to undergraduate and graduate students.
- **Location:** In person in Philadelphia, Virtual, or Hybrid.
- Students with a demonstrated interest in public art or non-profit work history preferred but not required.
- **Compensation:** Interns must receive course credit or payment from their home institution to apply.

Partnership Application & Selection Process:

- All application materials are due **February 23, 2024**.
- Address your Cover Letter to Amelia Carter and include times you are available for an interview in your cover letter during the first week of March.

For More Information and Advice:

Visit <https://monumentlab.com/opportunities/spring-2024-internship> for more information.

Email Amelia Carter at amelia.carter@monumentlab.com