



Monument Lab Fall Internship Program

Intern Project Scope: HQ Project Intern

Welcome to Monument Lab, we are thrilled to have you as a part of our team for Fall 2021. We are excited to work with you, engage your interests and expertise, and think about ways to collaborate together! This one-pager is a detailed review of the expectations and deliverables we will ask you to complete as a **Project Intern** with Monument Lab. Under the supervision of our Associate Director of Projects, Nico Rodriguez-Melo, and Administrative Coordinator, Sarah Spencer, interns will be responsible for the following tasks:

Supports office staff in the planning of administrative projects.

Carry out data entry, analysis, and research. Support the process of transition for operation systems to FileCamp with the Associate Director of Projects.

Assisting in the design and implementation of new procedures to create and file records efficiently.

Assist with archiving, storage management, and in-house event planning.

Assist in the development of Monument Lab HQ's artistic projects (i.e murals/installations).

Assist the Administrative Coordinator in the organization's day-to-day operations that include general office administration, accounting, HR, and involvement in some long-range strategic planning.

Interns will have exposure to all areas of the organization such as digital media, distribution, marketing, and current and upcoming projects.

Interns are expected to work from the headquarters location 1-2x per week.

Attend weekly intern cohort meetings and workshops for professional development.

As an organization, we want your role to be an opportunity for you to implement your skills and to see this as an opportunity for professional development in the arts and culture sector. Appropriate candidates will have strong interests or experience in art, history, writing, social media, and community engagement. As a Project Intern with Monument Lab, Philadelphia-based candidates are ideal for this role. Throughout the internship, the intern will gain and/or improve skills in the following areas: non-profit office administration, project management, and strategic thinking.