Request for John B. Hurford '60 Center for the Arts and Humanities Intern
January 14, 2016

Contact:
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Description of the Pennsylvania Humanities Council
The Pennsylvania Humanities Council (PHC) is the only statewide nonprofit organization dedicated to promoting the humanities. We are an independent partner of the National Endowment for the Humanities and part of a network of 56 State Humanities Councils that spans the nation and U.S. jurisdictions.

Our operations are funded in part by the National Endowment for the Humanities through the Federal/State Partnership Office, with additional program funding from generous individuals, foundations, corporations, and government agencies. PHC has an eight member professional staff, and our annual operating budget averages $1.3 million.

Vision
We believe the humanities inspire people to make a difference and come together to advance cultural diversity, economic vibrancy, and an equitable society.

Mission
Our work is grounded in people. We connect Pennsylvanians to each other through stories, ideas, and experiences that can change lives and transform communities.

Our Work
We champion and redefine the role the humanities play in educating citizens and strengthening community. Our programs create pathways for learning and creativity, spark dialogue and civic engagement, and encourage diversity of expression.

Project Summary
The HCAH intern will have the opportunity to work with PHC staff on several multi-faceted programs, development, and communications projects, which may include:

1) Programs
   a. Teen Reading Lounge
      The Teen Reading Lounge is PHC’s award winning youth development program. It is not your typical book club. Led by trained facilitators, the program encourages teens ages 12-18 to design creative projects that bring books to life. We are piloting a model of the program tailored to serve teens from low-income communities this spring, and the HCAH will have the opportunity to work with
program staff to synthesize evaluation data from the participants and integrate the learning into program materials. We are also planning to begin program development on a STEM infused version of the program in August, and the HCAH will have the opportunity to assist with research related to the integration of STEM and the humanities in relation to youth development.

b. **Chester Made**

Chester Made is a collaborative initiative, led by PHC, to help recognize and promote the arts and culture in the City of Chester, and to harness their power as a force for community revitalization. The initial program activity concluded summer 2015; however, PHC has two grants pending to continue work in Chester. We anticipate notification on one, an Our Towns Grant from the National Endowment for the Arts, in April 2016 – this grant would fund the development of a Creative Exploration Zone in Chester to animate public spaces. Planning would begin on this multidisciplinary project in June and July. The HCAH intern would have the opportunity to assist the senior staff with on-the-ground community organizing and communications efforts to prepare for the August launch of the project.

c. **Civic Engagement Grants**

One of PHC’s core programs is our Civic Engagement grants. We believe that the humanities provide us with a remarkable set of tools for understanding our world, for meeting complex challenges, and also for coming together effectively in a community. To contribute to their communities and draw strength from them, people need to feel a sense of connection and involvement. The humanities help nurture this kind of engagement—and build social capital we need in today’s society. PHC currently has four active civic engagement grants across the state, and the HCAH will have the opportunity to interact with our grantees, learn about managing humanities grants, and assist staff in planning events with our grantees.

d. **Penn State Reads event**

Each fall, PHC organizes a public event in conjunction with the Penn State Reads program. This event is collaboration with the Penn State Reads program, the Schlow Centre Region Library, Penn State Institute for the Arts & Humanities, the PA Center for the Book, and Penn State University Libraries. This year’s book is *The Circle* by Dave Eggers. This project kicks-off in May, so the HCAH intern would have the opportunity to participate in the full cycle of program development and initial event planning for this project. Typically, we produce a public program and a private cultivation reception for this project, which would both take place in October.

e. **Pulitzer Campfire Project**

PHC is working collaboratively with the Philadelphia Media Network, publisher of *The Philadelphia Inquirer, The Philadelphia Daily News and philly.com*, on a project to celebrate the 100th anniversary of the Pulitzer Prize. We anticipate launching a Pulitzer-centric website and social media campaign by April. We are also collaborating on a related public event to be held at the National Constitution Center, tentatively set for June or July. The HCAH intern will have the opportunity to assist PHC staff with planning and coordinating the public event.
2) Development
   a. National Endowment for the Arts Self-Assessment Site Visit
   PHC receives about 16% of our annual operating costs from the National Endowment for the Humanities (NEH), so they are our major funder. We are subject to a cycle of self-assessments and reviews by the NEH. In June, we will be hosting a 3-day site visit from NEH staff and a team of impartial evaluators drawn from humanities scholars and practitioners across the state. Prior to the site visit, PHC staff will prepare an extensive self-assessment report. Since each state humanities council operates independently, these visits give us the opportunity to share our vision for the humanities in Pennsylvania and the impact of our work. The HCAH intern will assist development staff with arrangements for the site visit, have the opportunity to sit-in on the sessions, and assist with any follow-up activities after the site visit.

   b. Cultivation receptions
   The HCAH intern will have the opportunity to assist development staff with planning and producing donor cultivation receptions. These events are typically planned around existing program activities. For example, we will plan a cultivation reception in connection with the Penn State Reads program. Other receptions may be developed as the opportunities arise.

3) Communications
   Working with PHC’s Programs and Communications staff, the HCAH intern will assist with planning and implementation of media projects, which could include social media, audio, video projects and website projects. Most of this communications activity will be related to our program activity, but we will also be disseminating information about our new strategic plan, beginning this spring. The HCAH intern may also have the opportunity to author articles: stories developing for this summer include activity around PHC’s civic engagement grants, the results of the low-income model pilot for Teen Reading Lounge, the Pulitzer Project and Penn State Reads. The HCAH intern may be asked to interview program advisors and participants and develop stories that can be disseminated on our website and through other social media channels, too. The intern could also develop a series of compelling articles about general humanities topics, as well as an accompanying plan to release them.

Skills and Experience Offered
This is a unique experience for a student of the humanities to explore the multi-faceted demands of a nonprofit career in the public humanities – from program development and production to communications about our projects, from stewarding our donors and funders to meeting our constituents. The HCAH intern should be passionate about the humanities and its value for individual growth and social change. Curiosity is a must, as well as an openness to new ideas and working with diverse communities, individuals, and institutions as a powerful way of achieving a greater good. The student should be able to work both independently and in team settings in an office environment. Excellent communications skills, oral and written, are necessary, along with basic computer skills. Previous experience with social media, audio, or video is a plus, but not required.
Challenges and Rewards
The HCAH intern will experience the challenges and rewards of finding creative ways to leverage the staff and resources of a small non-profit by partnering with like-minded organizations to bring humanities programming to a larger audience. The greatest reward will be working with an incredible staff of committed and seasoned professionals at the PHC. PHC really appreciates being part of the Haverford College Humanities Center internship program.

We truly value the insight, skills and mission driven approach to work that these students bring to our organization. Last summer, Kevin Jin was a tremendous asset to our organization. He participated in hands-on community development work with the Chester Made project. Kevin was fortunate to be able to participate in planning meetings and to work on the ground in Chester organizing and staffing events. He had the opportunity to work with the project partners, which are The City of Chester, Widener University, Americans for the Arts, Chester Arts Alive!, Gas & Electric Arts and The Artist Warehouse, while coordinating events. He also had the opportunity to interact with community leaders and Chester residents at public events, like the Arts Loop on July 1. Through his work on this project, he got a first-hand look at community engagement work in the field.

Supervision and Work Location
Overall, the HCAH intern will be managed by Bryan Clark, operations manager. Supervision and direction for work on individual projects will come from PHC’s other senior staff members: Laurie Zierer, executive director; Mimi Iijima, director of programs and special projects; Mary Ellen Burd, director of communications, and the Director of Development. The vast majority of the work will take place at PHC’s center city Philadelphia offices, but may also include the opportunity to travel to State College for a meeting to kick-off the Penn State Reads program, or for a cultivation event, and to occasional local and regional PHC events and meetings with PHC partners, program participants, donors, funders and legislators.