**Summary of Position**

The **Office of Cultural Services** is dedicated to enriching the lives of our citizens by preserving Cultural and Historical sites throughout the greater metro area. With 18 libraries, two museums, two performance theaters, a zoo, aquarium, botanic garden and popular fishing ponds, numerous large- and small-scale family-friendly events and activities, a vast array of public art and monuments, the historic plazas of Old Town, government television, and multiple community partnerships, the Cultural Services Department ensures there is always something new to discover in our city!

The Community Outreach Intern is a valued member of the Cultural Services Team and will be directly working with our Department’s Community Outreach Coordinator conducting research, visiting Cultural Services managed sites, attending community events, and learning the day to day work of the Department.

This internship is ideal for someone who enjoys research, history, and culture, as well working with the local community. The intern should feel comfortable both taking guidance and working independently; as well as coming into contact with other people via phone, email, and in person.

**Essential Functions**

* Attend youth focused meetings with Community Outreach Coordinator.
* Provide a youthful perspective to events the Community Outreach Coordinator is planning.
* Researching events happening at Cultural Services Managed sites and throughout the greater metro area
* Occasionally attend community events with the Cultural Affairs Team, networking with other professionals and business owners.

**Hard skills**

* Internet Research Skills
* MS Work, Excel, and Outlook
* Writing and editing skills
* Command of English grammar

**Soft skills**

* Strong written and oral communication skills
* Able to work independently.
* Interpersonal Skills & Teamwork
* Open to feedback
* Shows initiative

**Working and Physical Conditions/Additional Requirement**

This work occurs in a typical office environment, utilizing a computer and phone. The Intern may attend community meetings outside of the office setting.

**Location:**