



MICRO-INTERNSHIP PROGRAM

History, Sociology, Design, & Communications Frederick Douglass Institute Micro-Internship

Project Description:

- 1) gathering local and Pennsylvania civic information for short “civic snapshots”;
- 2) identifying reading recommendations, community resources, and other materials for visitors;
- 3) helping develop discussion questions, rotating content, and interactive engagement ideas;
- 4) assisting with collateral design such as bookmarks, buttons, stickers, resource lists, playlists, and book-display materials;
- 5) collaborating with faculty to organize and prepare engagement materials;
- 6) helping advertise the exhibit opening through flyers, social media, and other campus outreach;
- 7) assisting with event planning and day-of support;
- 8) supporting photography and/or videography of the exhibit and related events;
- 9) assisting with final edits and organization of an existing Frederick Douglass Institute video project.

Preferred Skills: Open to SO/JR/SR & students from all majors. However especially relevant majors may include: History, Communication, English, Education, Marketing, Professional Writing, Women, Sexuality, & Gender Studies, Sociology, Political Science, Anthropology, Art/Design, Public History, Library Science

- Experience with at least one of the following tools or areas is required: Microsoft Word/PowerPoint/OneDrive, Canva, basic graphic design, photography, videography, video editing software
- Communication: Clear written and verbal skills, with a focus on active collaboration and asking for clarity when needed.
- Organization: Strong attention to detail, reliability, and a proven ability to meet deadlines.
- Adaptability: Open to feedback, quick to make revisions, and dedicated to following through on tasks.

Approximate Length: Approximately 10-15 hrs per week during the Fall semester (Sept-Dec)

Format: In person/on-site; Hybrid

Payment: Upon completion of the micro-internship, a \$250 stipend will be released to the student by the KU Foundation

Contact Information: Applicants should submit a resume to Dr.Amber Pabon at pabon@kutztown.edu