



Year-Round Internship Projects

DEI

Human Resources Internship

The Human Resources intern will assist the Human Resources Department with completing market research of the community and university students. The intern will work cross-departmentally to learn about what the different departments are doing in their commitments to our DEI mission. The intern will research the various under-represented demographics of the community and then survey them for feedback regarding our hiring practices, programming, and their interest in ArtsQuest.

This internship is open to students in all majors who enjoy meeting and engaging members of the community to help develop our DEI initiatives.

Responsibilities may include:

- Help establish lines of communication with community partners. This may involve going out and performing market research at local colleges, meeting members of the community, and reaching out to other organizations.
- Assist in the development of a database of community partners.
- Attend staff DEI Committee meetings when available to do so.
- Interns are required to work **16-24 hours** per week or as needed to fulfill credit requirements.
- Attend a local SHRM chapter meeting when a topic of interest is presented.
- Other duties as needed.

Qualifications

- Currently enrolled in a full time undergraduate or graduate degree program in Human Resources or Organization Development area of study preferably.
- Strong administrative and organizational skills preferred.
- Excellent written and verbal communication skills.
- An interest or passion for learning the “art” of working with people is a plus.
- Willingness to learn and participate in multiple facets of business in order to grow in this field.
- Reliable transportation is needed.
- Ability to lift 10-15 pounds without assistance.

The internships listed above are generally available year-round except where noted. If you are interested in one or more of the internships listed above, please follow the **Application and Timelines** posted on our website at www.artsquest.org/info/internships for all the details for qualifying and applying.