



## **The Africa Center Internship Opportunity: Programming**

**Period of Internship:** Fall 2018

The Africa Center is currently seeking an intern to contribute to the fall programming season's planning, initiatives and implementation.

- **Research:** Identify opportunities and generate innovative ideas for programming and collaboration. This will include producing proposals for programs and event series.
- **Programming Calendar:** In collaboration with staff, draft programming plans and coordinate a program calendar, as well as aid in the execution of TAC events and programming.
- **Reports:** Document and track attendance and feedback at TAC events.

Internships are unpaid positions. Candidates should be able to commit to a minimum of two days (or 16 hours) per week for a period of approximately four months. Academic credit is available.

### **Qualifications:**

The ideal candidate will have excellent written and verbal communication; flexibility handling diverse tasks; strong research, writing and editing skills; full professional proficiency in English; proficiency with Microsoft Office; an interest in African business, policy and culture; and be reliable and punctual.

Internships are open to students of junior-year college level or above, recent graduates, graduate students and postgraduates. Open to all majors but preference given to African Studies and International Relations majors.

### **About The Africa Center:**

The Africa Center is an experimental institution with transformation at its core.

As a multidisciplinary nonprofit, the Center provides a forward-looking gateway for engagement with Africa. Encompassing culture, policy, and business, the Center operates locally and globally to promote transatlantic exchange and partnerships.

Learn more at [theafricacenter.org](http://theafricacenter.org).

**How to apply:**

E-mail your application to [careers@theafricacenter.org](mailto:careers@theafricacenter.org) by August 24, 2018 with the subject line: "Programming Internship, The Africa Center, Fall 2018."

Applications should include a resume and a cover letter, indicating your interest in the position and days and hours in the fall (September-December) that you are available to intern. Incomplete applications will not be considered.

No phone calls, please. Only those candidates considered for an interview will be contacted. Please consider your application received unless it is bounced back.