

Internship Summary

The Qatar America Institute for Culture (QAIC) is an independent 501(c)(3) non-profit organization that creates, curates, and executes programs and research that amplify the prominence of all forms of art and culture from the United States, Qatar, and the larger Arab and Islamic worlds.

QAIC is seeking candidates interested in an internship experience that aligns with our mission and values alongside their educational goals. Interns can expect to gain experience across QAIC's operations, communications, and programs teams. As an educational institution, QAIC's internships provide significant training and beneficial learning opportunities to learn how cultural institutions operate. QAIC offers two tracks for internships: **academic internship** which is tied to the intern's formal education and coursework, or **volunteering internship** which offers the knowledge and know-how of art & culture nonprofits.

Duration, Location & Schedule

- ▶ **Fall internship** (14 September – 14 December)
- ▶ **Spring internship** (4 January – 4 May)
- ▶ **Summer internship** (11 May – 31 August)
- ▶ **Full Academic Year Internship** (14 September – 4 May or 31 August)

Interns are expected to work **fifteen (15) hours per work week**. Internships are offered on an **in-person basis at our Washington DC headquarters or virtually**.

Internship Benefits

All interns can expect various opportunities to participate in networking events, training, and academic seminars that will further their learning and professional experiences. Additionally, QAIC offers academic credit upon student's request.

Internship General Requirements

- ▶ Must complete internship application, submit CV/résumé, and provide two writing samples and two references. Applications and supporting documents should be submitted at <https://qataramerica.org/scholarly-opportunities/>
- ▶ Must be eligible to work in the United States (applicable to in-person internship).
- ▶ Must be native or proficient in the English language.
- ▶ Must be enrolled at a college or university in majors related to International Relations, Arts, Humanities, or Social Sciences and have very good academic standing (3.0 GPA or higher).
- ▶ Must have access to transportation to commute to QAIC offices (applicable to in-person internship).
- ▶ Must be able to manually lift 25-pound boxes to a height of 3-4 feet (applicable to in-person internship).
- ▶ Must know how to use Microsoft Office applications (Word, Excel, Outlook, etc.) and Mac OS.

Internship Preferred Requirements

- ▶ Arabic proficiency (writing and reading).
- ▶ Proficiency in using Adobe Creative Suite (Photoshop, InDesign, Illustrator, etc.) and/or video editing software, or have experience with photography and/or videography.
- ▶ Familiarity with WordPress.

QAIC is an equal opportunity employer. All applicants will be considered without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Only applicants who meet the requirements will be contacted.