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# School of Planning, Public Policy and Management

# Internship Posting Form

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| Term of Internship: Internships are offered each quarter. Students who want to receive academic credit must secure their internships in the term prior to the start of the internship. You may submit a posting at any time. The date in parenthesis indicates your deadline for submitting a posting that would be eligible for academic credit. Indicate the academic term(s) or “ongoing” if the internship is continually available.  |
| Fall (Aug. 15) [ ]  Winter ( Nov. 1) [ ]  Spring (Feb. 1) [ ]  Summer (May 1) [ ]  Ongoing [x]  |

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| Organization Information |
| Name of Organization | Oregon Folklife Network  |
| Street Address | 242 Knight Library |
| City, State Zip Code | Eugene, OR 97403-6204 |
| Web Site | ofn.uoregon.edu |

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| Contact Information |  |
| Site Supervisor | Emily West Hartlerode and/or Riki Saltzman |
| Title | Associate Director and/or Executive Director |
| E-mail Address | eafanado@uoregon.edu  |
| Phone | 541-346-3820 |

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| Description of Organization: Brief summary of organization or work unit.  |
| The Oregon Folklife Network (OFN) is the state of Oregon’s Folk and Traditional Arts Program, made up of a network of statewide culture and heritage partners that operate on state, regional, county, and community levels to document, support, preserve, and celebrate Oregon’s cultural traditions. Headquartered at the University of Oregon, OFN is located in the Knight Library and administered by the Museum of Natural and Cultural History. The OFN receives generous operational support from the Oregon Cultural Trust, Oregon Arts Commission, Oregon Historical Society, and the National Endowment for the Arts.OFN’s portfolio of programs include: * Traditional Arts Apprenticeship Program
* Culture Fest
* Culture Keepers Roster
* Statewide Folk and Traditional Arts Survey
* Coordinating planning efforts locally and regionally
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| Internship Position Title & Number of Openings  |
| Position Title: Program Assistant Intern | Number of Openings: 1-2 |

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| Pay: Indicate if internship is paid. If so, please state the hourly wage or stipend. |
| Yes [ ]   | Hourly Wage: | Stipend:       |
| No [x]  |

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| Hours: The academic term is 10 weeks.  |
| Anticipated hours/week: 9-12, depending on student needs/availability and work flow need. Increasing the number of hours can be discussed and agreed upon if mutually acceptable to the student and supervisor.  |

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| Internship Description: What will the student learn? Describe anticipated tasks and responsibilities. If internship is a project, describe type and scope. Indicate if travel is required.  |
| OFN is seeking 1-2 interns per academic term to assist our team with promoting and implementing our core programs listed above. Students will work at a distance with diverse artists and cultural communities across Oregon, and so will receive training in cross-cultural communication, implicit bias, and histories of marginalized communities. For more information on each program, please find their webpages at: <https://ofn.uoregon.edu/programs/index.php>Internships are a learning experience. The site supervisor will work with each student intern to develop defined tasks and responsibilities related to their professional interests, qualifications, and learning opportunities toward individual professional development goals.Internship opportunities may include: * promoting OFN statewide outreach and impact using written and visual communications through website and social media management;
* program coordination, outreach, and technical assistance to cultural artists and cultural arts organizations;
* archiving cultural data and processing field research, audio, and video documentation into artist profiles; or
* supporting permanent OFN staff in grant writing and event production.
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| Qualifications: Describe the general knowledge and skills required. Note any preferred skills. |
| **General knowledge and skills required**: Required: Genuine and demonstrated interest in diversity, equity, and inclusion.Basic MS Office (Word, Excel) skillsPreferred (but not required) for all positions: some experience, knowledge and/or skills in event planning, records management, arts promotion, public involvement, community organizing.For the Culture Keepers Roster, preferred knowledge and skills include: data and archives management, promotional writing/editing, and outreach to diverse artists.For the Culture Fest program, preferred knowledge and skills include: project management, outreach to community organizations, and partner collaboration. For the Traditional Arts Apprenticeship Program, preferred knowledge and skills include: video editing, visual communication, event planning, and website management. |

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| PPPM Preference: Is this internship open to PPPM students only? |
| Yes: [ ]  No: [x]   |

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| Student Application Procedure & Deadline |
| [x]  E-mail cover letter and résumé to site supervisor | You may state a specific application deadline or “open until filled.” |
| Other:       | Open until filled, first review of applications is **Wednesday, November 27th at 5:00 PM** |