

# Multiple Internships with Doors Open RI

Social Enterprise Greenhouse is helping to find qualified applicants for Doors Open RI. Please see the below for more information, or email [talent@segreenhouse.org](mailto:talent@segreenhouse.org).

**About:** Doors Open Rhode Island inspires wonder, curiosity and pride in our communities by connecting the public to the great places and spaces of our state, whether hidden under our noses or soaring above our heads. In partnership with cultural and community organizations across Rhode Island, Doors Open RI provides behind-the-scenes access to Rhode Island's best-kept secrets through programs and tours planned throughout the year culminating in a FREE annual open house festival piloting in Providence on September 23, 2017. Learn more here: <http://www.doorsopenri.org>

**Description of Internship:** Doors Open Rhode Island is looking for interested individuals to join our team and help shape the future of our urban exploration program at an exciting time in its early development. Doors Open RI is in need of 1-3 interns to join us for our spring and summer seasons as they begin their monthly program series and lay the foundation for the fall festival. Doors Open RI has outlined three potential projects, though they are willing to discuss adapting the internship to meet the interests of qualified applicants. All interns will have the opportunity to go behind-the-scenes in some of Providence's greatest treasures.

**Hours per week:** Interns need to commit at least 10 hours per week to Doors Open Rhode Island and will be invited to join our monthly team planning meetings. Hours are flexible with a minimum of 10 hours a week. Internship available for Spring 2017 and Summer 2017.

## Qualifications:

- Interest in exploring Rhode Island's culture, heritage, history and / or architecture;
- Commitment to our mission of inspiring wonder, curiosity and pride in our communities through connecting the public to the great places and spaces of our state;
- Strong interpersonal, communication and organization skills;
- Ability to successfully meet deadlines and adapt to changing priorities;
- Ability to work independently, yet interested in being part of a larger team;
- Students with or working towards a college degree are preferred

**Compensation:** Doors Open RI currently offers only unpaid internships. If you are enrolled in an academic program that offers compensation or credit for internships, Doors Open RI will do everything they can to help you secure funding and / or credit from your institution. Doors Open RI is committed to fostering quality learning experiences and helping interns grow and connect to future professional opportunities. Doors Open RI is welcoming to people of all faiths, backgrounds and genders.

Email [talent@segreenhouse.org](mailto:talent@segreenhouse.org) with your résumé as a PDFs to get started in the matchmaking process for this position. Include in the email how you found out about the opening. We will reach out to you with next steps.



# Doors Open RI Internship Positions

## Marketing and Communications

Are you a talented writer interested in exploring the field of marketing and communications? Doors Open RI needs help in the implementing of our marketing plan and growing our local audience.

- Write and design our Monthly e-News
- Assist in the writing of press releases and making of press kits
- Engage and grow our community through social media
- Create new engaging content for the Doors Open RI website

## Event Planning

There's a lot of moving parts in the planning of our monthly programs and festival weekend. If you're an organized person who enjoys the complexity of planning events, you may be interested in assisting us in the coordinating of Doors Open RI programs.

- Help in the outreach and coordinating of our 20 festival sites and monthly behind-the-scenes program series
- Assist in designing engaging public programs throughout the year as well as for their September festival.
- Oversee the collection and organizing of all festival paperwork

## Graphic Design

If you're a student learning graphic design and looking for opportunities to express and share your artistic talents, Doors Open RI needs someone creative to help with some design work. Your designs could be shared through our:

- Volunteer T-shirts
- Event Guides
- Doors Open RI Signage and other promotional materials
- Doors Open RI Website and Social Media Platforms

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