



**Job Title:** Program Assistant

**Supervisor:** Tiffanie Beatty, Associate Director

**Position Type:** Internship (temporary)

**Term:** June 23 - August 17, 2025 (8 weeks, exact dates are flexible)

**Hours:** 12-14 hours per week, with a regular weekly schedule that will occasionally include evening and weekend availability as required to fulfill responsibilities

**Hourly Rate:** \$18/hr

### **About NPHM**

The National Public Housing Museum (NPHM) is the first cultural institution in the United States dedicated to interpreting the American experience in public housing and the right to all people to a place they can call home. The Museum's mission is to preserve, promote, and propel public housing as a human right and all of our partnerships and programs are committed to amplifying the voices, experiences, and stories of public housing residents. Ultimately, we believe that storytelling can be a catalyst for innovative public policy solutions that are responsive to people's needs and lived experiences.

### **Internship Program Description**

National Public Housing Museum's Internship program provides internships that are:

- Immersive: providing authentic, professional experience working closely with and shadowing a supervisor and alongside the intern's colleagues
- Relevant: having an immediate and apparent usefulness for the museum and department, connected to our mission
- Project-Focused: with a beginning, middle and end, providing the intern with a level of agency over a certain area of work, and resulting in an outcome.
- Educational: Interns become knowledgeable about the work within our institution and department while developing professional skills to pursue a career in a related field.

### **Position Description**

The Program Assistant provides administrative and event staffing support for programs, events, and recreational activities, such as storytelling, poetry readings and workshops, games, and artmaking, as well exhibition openings, and partner events with local organizations, community residents and public and affordable housing. The ideal candidate is someone who values radical generosity, community care, equity, inclusion, accessibility, and diversity.

Must be a youth (age 18-24) and a current resident of public housing or live in a household with a HCV participant.

### **Essential duties:**

- Help execute programs, events, exhibitions, installations, digital content and outreach

- Help set-up/tear down before and after events.
- Support event hosting and hospitality.
- Support planning and outreach through developing relationships with community members, organizations, artists, and other collaborators.
- Take notes and share documentation for evaluation and reporting purposes.

**Examples of programs and projects this position supports includes, but is not limited to:**

- HOOPcycle is a mobile interactive art installation that explores the intersections of recreational equity, cultural heritage, and public space. Drawing inspiration from both contemporary basketball and its ancient pre-Columbian ancestor, HOOPcycle combines a reinterpreted vertical hoop with a tricycle-mounted design, offering a reimagined sports experience that challenges norms and unites communities through play.
- Our Community Conversation Series uses poetry to help us think about our interconnectedness across time and borders, the ways we cultivate hope and belonging, and the importance of taking care of our places and the people who inhabit them.
- The Empowerment Hub supports participatory design, creative placemaking projects, and executes cooperative entrepreneurship projects through the museum's partnership with Corner Store Co-op.

#### **Qualifications:**

##### *Required*

- Committed to cultural activism and social justice and using storytelling as an act of resistance against various forms of oppression
- Interest in and enthusiasm for the history of public housing and housing justice
- Exceptional oral and interpersonal communication skills
- Outstanding relationship-building skills
- Ability and willingness to collaborate between teams and partners
- Detailed-oriented, organized, and the ability to multitask
- Must be Youth (age 18-24) and a current resident of public housing or live in a household with a HCV participant. Not required to be enrolled in school.

##### *Preferred*

- Interest and familiarity working with art or artists and/or a willingness to learn.
- Interest and familiarity working with children, youth, and people of all ages

This is a part-time, internship position, with a regular weekly schedule that will occasionally include evening and weekend availability as required to fulfill responsibilities and for related museum activities. This internship position is for immediate hire and is open until filled.

To Apply: Please send an email to [tbeatty@nphm.org](mailto:tbeatty@nphm.org) that expresses why you are interested in this position and attach your resume with the subject line "Program Assistant" to be considered.

The National Public Housing Museum has a current COVID-19 policy and this position is required to adhere to the policy unless there is an approved exception.