



Programs Internship — Haiti Cultural Exchange (HCX)

Haiti Cultural Exchange (HCX) is pleased to offer our **Programs Internship** to support the development and implementation of arts-based programming. This is an excellent opportunity for graduate students, advanced undergraduates, and recent graduates interested in cultural programming, non-profit management, and community engagement.

About HCX:

HCX develops, presents, and promotes the cultural expressions of the Haitian people. Through public programming for music, visual arts, literature, dance, public forums, youth workshops, and film, we highlight Haitian and Haitian Diaspora voices while raising awareness of social issues and fostering cross-cultural understanding.

Learn more about our programming at www.haiticulturalx.org

What You'll Do:

As a Programs Intern, you will work directly with HCX's program team, gaining hands-on experience in program planning, outreach, and evaluation. Responsibilities include:

- Assisting with research, preparation, documentation, and implementation of arts and cultural programs.
- Supporting promotion and outreach in collaboration with HCX's communications team.
- Helping assess program impact and outcomes.
- Providing administrative support related to programs.
- Contributing ideas for new programs and community engagement initiatives.

This is an in-person position located at HCX at 35 Lafayette Ave in Brooklyn, NY. Typical hourly commitment is 100 - 140 hours over 10 weeks, but can be modified to accommodate requirements for academic credit or externally-funded internship programs. Those not seeking academic credit or funding can apply at any time. Exact dates and hours to be coordinated with your HCX supervisor. Scheduling may vary depending on event needs.

Who You Are:

- Advanced undergraduates, graduate students, and recent graduates seeking resume-building experience.
- An interest in arts administration, cultural programming, or community engagement.
- Strong verbal, written, and interpersonal communication skills.
- Skilled in research, writing, and editing with strong attention to detail.
- Organized, reliable, and able to manage multiple tasks in a fast-paced environment.
- Proficient in Microsoft Office and comfortable with digital tools like G Suite and Canva.
- Passionate about HCX's mission and excited to learn more about Haiti and the Haitian Diaspora.

Benefits:

- Supervisor will work with the intern and academic departments to provide an experience that meets criteria for academic credit or externally-funded internship.
- Hands-on experience in non-profit arts and cultural programming.
- Close mentorship from senior staff.
- Opportunity to build professional skills in program development and community engagement.
- Travel stipend provided when appropriate.

How to Apply:

Submit a cover letter or letter of interest and resume as a single PDF document with your name and the internship title in the subject heading to **Micaela Walker at** archive@haiticulturalx.org

**BRINGING ARTS & CULTURE
OF THE HAITIAN PEOPLE
TO NYC SINCE 2009.**

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