

Island SPACE Caribbean Museum – Spring / Summer 2026 Internship Program

Duration: 10–12 weeks | **Schedule:** 8–15 hours per week, flexible

Compensation: Unpaid (course credit or professional experience available)

Location: Primarily in-person, Plantation, Florida (some hybrid flexibility)

Team Structure: 2–3 interns per department working collaboratively

Goal: Gain hands-on experience in cultural nonprofit work while helping Island SPACE expand its impact and community reach.

1. Marketing & Creative Media Intern

Supervisor: *Marketing Coordinator*

Focus: Digital marketing, content creation, and audience engagement

Summary:

Help tell the Caribbean story through creative marketing and social media. Work with the Island SPACE team to produce engaging content, grow online visibility, and share the museum's mission with wider audiences.

Key Responsibilities:

- Develop and schedule posts across social platforms
- Create visual and written content for social, web, and email campaigns
- Capture and edit short videos and photos from exhibits and events
- Monitor engagement and suggest ways to strengthen community reach

Learning Objectives:

Gain hands-on experience in nonprofit marketing, branding, and storytelling through real-world campaigns that celebrate Caribbean heritage.

Preferred Majors: Marketing, Communications, PR, Digital Media, Graphic Design

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2. Collections & Archives Intern

Supervisor: *Collections Manager*

Focus: Artifact cataloging, community outreach, and oral history collection

Summary:

Support Island SPACE's mission to preserve Caribbean heritage by documenting artifacts and building new community connections. You'll help organize the museum's collection and gather new stories and items that reflect Caribbean immigrant experiences.

Key Responsibilities:

- Catalog and photograph artifacts in the collections database (CatalogIt)
- Research and identify potential artifact donors in the community (consulates, churches, associations, etc.)
- Conduct and record oral history interviews with community members and elders
- Compile summaries or reports to support collection growth and exhibition planning

Learning Objectives:

Gain field experience in community-based collections work, documentation, and oral history preservation while expanding Island SPACE's growing archives.

Preferred Majors: Museum Studies, History, Anthropology, Caribbean Studies

3. Programming & Cultural Engagement Intern

Supervisor: *Programming Coordinator*

Focus: Event planning, exhibit development, and community partnerships

Summary:

Help bring Caribbean culture to life through events and exhibits. You'll assist in coordinating programs, researching new exhibit themes, and connecting with artists and partners to engage audiences of all ages.

Key Responsibilities:

- Support planning and logistics for cultural events and workshops
- Research artists, artisans, and community groups for participation
- Contribute ideas for themed exhibits and interpretive displays
- Assist in developing engaging, interactive visitor experiences
- Gather feedback and help track event outcomes

Learning Objectives:

Develop skills in cultural programming, exhibit design, and event coordination while helping strengthen Island SPACE's connection to the community.

Preferred Majors: Arts Administration, Cultural Studies, Event Management, Education

4. Fundraising & Development Intern

Supervisor: *Executive Director*

Focus: Donor relations, sponsorship research, and campaign support

Summary:

Join Island SPACE's development team to help secure the resources that keep our mission alive. You'll support donor research, database management, and fundraising communications while learning how cultural nonprofits build sustainability.

Key Responsibilities:

- Research potential donors, sponsors, and foundations
- Update and maintain donor and partner databases
- Draft letters, summaries, and materials for fundraising campaigns
- Assist in planning or promoting donor-related events and initiatives

Learning Objectives:

Gain hands-on experience in nonprofit fundraising, prospect research, and relationship management within a dynamic cultural organization.

Preferred Majors: Nonprofit Management, Business, Communications, Public Administration