



Internship Opportunities - Updated August 2021

Do Cool Work That Matters!

The Representation Project is looking for the best and the brightest to join our team. As a leading global gender justice non-profit organization, we challenge gender stereotypes and norms, shedding light on the role they play in all forms of oppression. We use impactful films, deliberate communications, education, research, and activism to raise consciousness, shift attitudes, and transform behavior. Our mission is to build a world where all people can achieve their potential and be seen for their full humanity.

Open Intern Positions

- Youth Programs
- Communications
- Development
- Film Impact
- Research
- Operations

About Our Program

Our internship program will provide you with: engaging, relevant work experiences that will help you make informed educational and career choices, a real-life context for issues that you may be studying about in school, opportunities to develop specific skills, and a supportive professional network.

We are looking for motivated, hard-working individuals who bring curiosity, fresh thinking, new experiences, and innovative ideas to TRP. We work to cultivate an inclusive workplace by hiring interns with diverse experiences, backgrounds, and interests.

How To Apply

Please submit a **TRP Internship Application** ([found here](#)) and resume to joinus@thereproject.org with "Intern Program Applicant" as your subject line along with the department you are interested in. We will follow up with you directly for the next steps in the recruiting process, as appropriate. Thank you again for your interest in our mission. We value your support and passion!



Youth Programs Intern

Objective: Assist the Director of Youth Programs in enhancing and growing the Youth Media Academy (YMA), Youth Media Lab (YML) and other youth programs.

Skills, experience and qualities needed/preferred:

- Attention to detail
- Relationship building skills: friendly, sociable, and driven by a client-comes-first mindset
- Comfortable with and experience with cold emailing
- Willingness to generate ideas to extend the reach of the YML and expand membership
- Awareness of and willingness to seek out current and relevant resources for course(s)
- The ability, effort, and interest necessary to contact leaders of all ages and create content aligned with TRP's Mission Statement
- Keen understanding of data, strong research skills, and desire for ongoing learning
- Ability to identify and synthesize critical and relevant pieces of information
- Strength in presentation-flow and module-building: understand the most effective and consumable way to present information
- Strong narrative-building skills: ability to make information engaging and interesting.
- Exhibit strong skills in writing, grammar, editing, narration, etc
- Experience writing high-level HS research papers or college papers: how to cite sources, understanding of reliable sources, experience doing loosely formal/ academic-oriented research.
- 2+ years experience with Google Sheets or Excel
- Ability to break down data in a consumable manner
- Willingness to collaborate and provide insight to drive the growth of youth programs
- Capable of adhering to monthly and quarterly deadlines

Goal: Work with the Youth Programs team to build out the programs, increase engagement and audience and to promote the programs.

Hours: 5-10 hours per week



Campaigns Intern

Objective: To assist the Campaigns & Communications team in advancing social media and other campaigns that fit the mission of The Rep Project.

Skills, experience and qualities needed/preferred:

- Excellent communication skills
- Attention to detail
- Passionate about gender justice
- Experience using social media schedulers including Buffer (preferred but not required)
- Proficient in Canva graphic design
- Ability to create Images and graphics to be included in the newsletter using canva and Adobe Illustrator
- Research journalists and publications for OpEd and press release send outs

Goal: Work with the Communications team to expand the reach and impact of our campaigns.

Hours: 5-10 hours per week



Development Intern

Objective: Strengthen the overall infrastructure of the Development function at The Rep Project. Support the development staff in compiling relevant prospect/donor research/data as needed for ongoing efforts to increase donated revenue to the organization. Increase stewardship efforts with current small-medium donors through targeted/scheduled communication. Increase first-time donors to the organization with the support of new donor acquisition events.

Skills, experience, and qualities needed/preferred:

- Interest in fundraising for the nonprofit sector
- Knowledge of G Suite & Slack
- Ideally, familiarity with and/or experience with CRM databases, preferably with Bloomerang
- Clear written and oral communication abilities
- Strong interpersonal skills and attention to detail

Hours: 5-10 hours per week



Operations Intern

Objective: Support TRP staff in general office tasks as needed including accounting assistance, database management and general office administration.

Skills, experience, and qualities needed/preferred:

- Excellent communication skills
- Attention to detail
- Passionate about gender justice
- Clear written and oral communication abilities
- Strong interpersonal skills and attention to detail
- Experience with Google Sheets, Excel and database software

Hours: 5-10 hours per week



Film Impact Intern

Objective: Support the distribution and marketing of The Rep Project's documentary films, curricula, and educational programming to schools, community organizations, corporations, and educators around the world. The qualified intern will gain exposure to all aspects of film distribution and licensing and will contribute to the growth of our new film(s) and the sustained success of our legacy films.

Skills, experience and qualities needed/preferred:

- Attention to detail, a high degree of organization, and superior written and verbal communication skills
- A spirit of partnership and service, as well as a passion for the mission of our organization and the goals of our customers
- Project management from concept through execution to measurement and results
- Passion for outcomes and quality results
- Strong attention to detail, superior organizing skills, and experience creating systems
- Understanding of when to take initiative and when to ask for support
- Strong emotional intelligence and social fluency
- Great listening skills

Hours: 5 - 10 hours per week



Research Intern

Objective: To assist The Rep Project's research team in producing high-quality qualitative and quantitative research on media representations.

Skills, experience and qualities needed/preferred:

- Previous experience conducting research
- An aptitude for quantitative reasoning
- Experience with Excel
- Excellent organizational skills
- Knowledge about issues of media representations pertaining to gender, race, ability, sexuality, age, and body size
- A passion for making media better

Goal: Produce high-quality research reports as part of a professional research team.

Hours: 5 - 10 hours per week