

# Mayor Greg Ballard Internship Program

Title: Mayor's Intern – Summer 2015  
Department: International & Cultural Affairs  
Start Date: May 18, 2015  
End Date: August 14, 2015  
Compensation: None (free parking)



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## Job Description:

Mayor Ballard's Internship Program gives junior/senior undergraduate and graduate students an opportunity to experience the administration of local government in the nation's 13<sup>th</sup> largest city. Each department works closely with other departments in the Mayor's office, giving Mayor's Interns a broad view of the operations of the city.

The International & Cultural Affairs intern will assist the Office of International & Cultural Affairs in promoting the global and cultural qualities of Indianapolis by creating awareness of Indy's international and arts initiatives in the city. As such, graphic design, basic website programming and marketing experience are preferred.

The intern will also plan and organize activities related to the Indianapolis Sister City International program, International festivals and cultural events. To learn more about this Office: [www.indy.gov/globalindy](http://www.indy.gov/globalindy)

All Mayor's Interns will be required to assist in general office management and clerical functions.

Internship orientation is on Monday, May 18th.

**Resumes and Three References must be submitted via Email with the internship title in the subject line by Sunday March 29th to:**  
**Erin Ragland**  
**Office Coordinator**  
**Office of Mayor Greg Ballard**  
[Erin.Ragland@indy.gov](mailto:Erin.Ragland@indy.gov)