Sustainability intern with the Athenaeum Foundation

About the Athenaeum Foundation

The Athenaeum Foundation (AF) cares for, restores and programs the historic landmark known as the Athenaeum in the heart of Indianapolis. This National Historic Landmark houses a theatre, restaurant, YMCA, coffee shop, office space, meeting rooms and event space. It is a hopping place!

Job description

The AF seeks a “self-starter” graduate level student to work with our staff to help with the following:

1. Create a building wide recycling program to impact both tenants and in-building events. The program to include tenant education, event protocol and PR to encourage participation by the building users.
2. Document the sustainability efforts already underway within the building including:
   a. Tracking of installation dates
   b. Tracking of warranty dates
3. Create a simple sustainability plan outlining the next steps including a ROI analysis.
4. Work with our event staff to increase recycling and reduce waste at our largest annual event. GermanFest draws over 6,000 people. Develop a written plan and guidelines for vendors. Develop an on-site recycling plan.
5. Work with AF event staff to coordinate and program GermanFest 2018.
6. If time allows, use GermanFest as a model to create a template for recycling at community events. Engage with area recycling organizations on development.

The intern will report to the Logistics Coordinator, Becky Malkemes and others in topic areas as needed. Compensation will be in the form of a stipend through the Indiana Sustainability Development Program. The intern will work full time for 10 weeks, beginning May 29 and ending August 3, unless otherwise negotiated. Interns will be required to attend a bootcamp from May 14 to May 18, 2018. We are excited to have someone of your caliber working with us!

Feedback and evaluation

The intern will be given regular feedback from AF staff on progress and performance. Success in the internship will be determined by the completion of specified projects in a professional and timely manner. The intern should learn how a nonprofit organization identifies and works to achieve its goals, how to evaluate the effectiveness of AF projects, and how to develop and maintain professional relationships.