



**Job Title:** Cultural Researcher Intern

**Supervisor:** Chief Impact Officer

**FLSA Status:** Non – Exempt

**Hourly Pay:** \$20

**Job Description/Summary:**

Examine cultural artifacts, activities, and ceremonies and infer their function and significance within a given culture. Develop and demonstrate an understanding of the nature of culture as shared ways of life, including beliefs, behavior, traditions, and customs. Draw reasonable conclusions about the importance of various cultural artifacts to their own culture and other cultures in contribution to the establishment of the Mexican American Heritage District in downtown Austin, Texas. Collaborate with various stakeholders, partners, and staff team members on deliverables.

This is a part-time (20 hours per week) non-exempt internship position. As stewards of downtown Austin, we look for talent that wants to be part of our local, collaborative community. We work in a hybrid model with a flexible work schedule. However, due to the nature of the work, occasional evening and weekend work may be required to meet deadlines or events.

**Cultural Asset Inventory and Mapping Duties/Responsibilities:**

- Collect, record, analyze, and synthesize information to describe the cultural resources, networks, links, and patterns of usage of a given community or group.
- Identify tangible assets including arts, cultural and natural heritage resources on public and private land -- including urban design and public art, cultural facilities, cultural industries, artist networks, cultural festivals and events, cultural occupations, and cultural organizations.
- Record intangible assets include stories, traditions, and relationships that contribute to defining a community's unique identity and sense of place.
- Develop a comprehensive asset mapping approach that considers a broad view of the social, economic, natural, and organizational arts and cultural conditions in a study area and examines tangible and intangible arts and culture assets using qualitative and quantitative methods of data collection.
- Include, as necessary, public realm and natural resources-focused asset mapping in the built environment and public realm, including public art, natural and historic resources, and other physical features that are regarded as assets.
- A comprehensive asset mapping process is accomplished through an initial inventory involving qualitative and quantitative data collection, and may include the following:

- In-person interviews with artists, arts institutions, residents, business owners, educators, politicians, places of worship, community associations, social service organizations, or other community members.
- Review of historic and cultural archives and documents
- Focus groups to learn about stories and traditions specific to the diversity of cultures within the study area
- Collection of data on the locations of existing and former community spaces, public art, and historic structures and locations
- Estimating the return on investment of these spaces by documenting attendance and/or other metrics.
- Data will be provided in spreadsheets, spatially through the use of GIS mapping, written narratives and other supporting visuals.

**Cultural Asset Storytelling Duties/Responsibilities:**

- Develop a storytelling approach utilizing existing or new ways to collect qualitative data on tangible and intangible cultural assets. Develop narratives highlighting the history and story of key cultural assets within the district.
- Generate recommendations for cultural programming, signage, and infrastructure modifications to enhance the relevance of cultural heritage and history of these assets.
- Assist in translation services for a variety of communication and public information needs.
- Performs additional related duties as needed.

**Supervisory Responsibilities**

None.

**Required Skills/Abilities:**

- Bi-lingual in English and Spanish is required.
- Use of Geospatial Mapping software such as ESRI ArcGIS, Tableau, Carted, or similar.
- Skill in pivot tables, excel, access database, and other.
- Skill in data visualizations and digital storytelling.
- Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures.
- Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports on research findings, conclusions, and recommendations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Physical Requirements:**

- While performing the duties of this Job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.
- The work environment for this role is both indoors and outdoors. Employee is expected to work in all weather conditions given various functions and deliverables.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.**

**Benefits:**

- Cell phone stipend
- Commuter benefits
- Bikeshare membership
- Onsite Gym
- Fully stocked kitchen with beverages & snacks

The Downtown Austin Alliance is committed to creating a diverse, inclusive workplace and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, or veteran status.