

CultureHouse Summer 2025 Intern: Cambridge KiOSK

Duration: June to August 2025 (10–12 weeks)

Location: Cambridge, Massachusetts, largely in-person with limited remote work

Hours: Monday–Friday evenings, 9–20 hours/week (flexible with some weekends)

Stipend: \$800 dependent on external funding the intern is already receiving

The Cambridge KiOSK Intern will help our staff manage and operate the [Cambridge KiOSK](#), opening spring 2025. The intern will support efforts in engaging with visitors, handling administrative tasks, and assisting with the KiOSK's day-to-day operations while sharing the space with the Cambridge Office for Tourism. The intern will report to both the Cambridge KiOSK Lead and CultureHouse's Community Manager. As a (very) small team, we work closely together and think on the fly. The intern will receive a stipend of up to \$800 dependent on external funding the intern is already receiving.

Key responsibilities:

- Greeting visitors and maintaining a clean and comfortable space
- Collecting data on the use of the space
- Assisting with setup for programming
- Assisting the Lead and Community Manager as needed
- Working collaboratively with volunteers, staff, and community partners

Preferred experience and qualifications:

- Must be legally authorized to work in the U.S.
- Comfortable working with others in a public-facing role
- Available to work nights and weekends
- Is comfortable working in busy and fast paced environments
- Has strong verbal, written, and interpersonal communication skills
- Strong work ethic, attention to detail, and communication skills
- Commitment to social justice
- Experience working with diverse communities
- Ability to lift more than 50 pounds
- Self-starter, thinks on the fly, flexible, and well organized
- Interest in Urban Design, arts and culture, or related field

CultureHouse

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To apply, fill out this [interest form](#). Provide your resume/CV as well. NOTE: the form requires you to have a Google account. If you do not have one, please email your resume/CV and interest to Cleo at cleo@culturehouse.cc. We are reviewing applications on a rolling basis, but **submit your form by Friday, May 9th**. Questions? Email Cleo!