



Internship Posting

Position Title: Programming Intern (winter – spring 2016)
Reports to: Associate Artistic Director

Position Description:

The Chicago Humanities Festival Internship Program welcomes students and graduates to experience the creation and execution of public programs within a nonprofit cultural institution. This program internship will require a commitment of **14-20 hours** a week, starting in **late January** and ending in **late May, 2016**

Responsibilities include:

- Participating in the early stages of program research for the fall 2016 Festival
- Researching biographical information and contact information for potential CHF presenters
- Providing logistical support at winter/spring Festival programs
- Providing administrative support for the inaugural Spring festival, including database entry and itinerary creation
- Participating in weekly Program meetings
- Helping maintain the FileMaker Archive database
- Other duties as assigned

Skills Level:

Candidates should enjoy complex research projects, demonstrate dynamic writing abilities, show initiative, have extensive computer experience and be able to work in a team environment. Microsoft Excel, Filemaker Pro, and Raiser's Edge experience a plus.

How to apply:

Please submit the following by **January 11, 2016**.

Application (available at <http://chicagohumanities.org/about/internships>), a cover letter, resume, a brief personal statement and one or two letters of recommendation (optional).

Internship Program

email: internship@chicagohumanities.org

fax: 312.661.1018

post: Internship Director, 500 N Dearborn, Suite 825, Chicago IL 60654

Your personal statement should be no longer than 500 words and include your career goals and what you hope to contribute to the Festival.

About the Chicago Humanities Festival

For 25 years, the Chicago Humanities Festival has celebrated the questions that shape and define us as individuals, communities, and cultures. For the curious at heart, CHF's vibrant **year-round programming** and robust **Fall Festival** offer the opportunity to engage with some of the world's most brilliant minds. Collaborating with leading arts, cultural, and educational organizations, it presents scholars, artists and architects, thinkers, theologians, and policy makers that change how we see the world, where we're from, and where we're going. Under the leadership of **Executive Director Phillip Bahar**, **Marilynn Thoma Artistic Director Jonathan Elmer**, and **Associate Artistic Director Alison Cuddy**, CHF is one of Chicago's most vital presenting organizations.

Visit chicagohumanities.org for more information.

The Chicago Humanities Festival is an Equal Opportunity Employer.