

**Internship Posting
Chicago Humanities Festival**

Position Title: Program Internship (summer 2016 with the possibility to extend to fall 2016)

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 internship program will require a commitment of **14-21 hours** a week for **3 to 9 months***, starting in **June 2016**.

CHF internships are project-based and vary based on the program cycle and needs of the organization. While all intern projects involve inter-departmental collaboration, each intern project has a specific concentration as outlined below.

***Note, a 9 month internship is preferred, but a minimum commitment of 3 months is required.**

Responsibilities will include:

- Creating presenter biographies for the web site
- Researching and creating web links for each Festival program
- Assisting in personalizing and sending CHF letters of agreement
- Communicating with out of town presenters regarding program logistics and technical requirements
- Assisting in preparation of individualized itineraries for Festival presenters, each outlining detailed program information
- Providing logistical support at fall festival and year round programs
- Maintaining and updating presenters' database profiles
- Assisting with research for the Festival programs for the annual Fall Festival, Winter/Spring season, and Spring Festival
- Working closely with the program and production teams to produce selected CHF programs and venues.
- Working closely with other CHF seasonal hires including house managers, stage managers, audio and video producers, and other technical staff before and during the Festival.
- 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 **April 30, 2016**:

Application (available at <http://chicagohumanities.org/about/internships>), cover letter (including how you heard about the internship), resume, brief personal statement, and two references

Please limit your personal statement to 500 words.

Internship Program

Email: internship@chicagohumanities.org

Fax: 312.661.1018

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

About the Chicago Humanities Festival

For more than 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.