

**Internship Posting**  
**Chicago Humanities Festival**

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**Position Title: Marketing/PR Internship (summer 2016 with the possibility to extend to fall 2016 or spring 2017)**

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**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 12 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 12 month internship is preferred, but a minimum commitment of 3 months is required.**

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**Marketing/PR Intern:**

Responsibilities:

- Assist marketing and website staff with the preparation and upload of all web content related to the 2016 fall festival.
- Assist with the creation and development of Festival event-related communications, including PowerPoint slideshows, printed programs, and marketing e-mails
- Assist with the distribution of printed materials for the 2016 Fall Festival
- Oversee public relations efforts for community calendar event listings
- Conduct research and assist with preparations for press releases, media pitching, and public relations efforts
- Maintain press clips and archives
- Assist in planning/hosting special events and openings
- Serve as on-site representative at events
- Assist with proofreading CHF marketing communications and print drafts
- Other marketing projects and duties as assigned

Skills level:

- Strong written and oral communication skills
- Proficiency in Microsoft Office programs (Word, Excel, PowerPoint)
- Ability to multitask on multiple projects at once
- Ability to work in a fast-paced environment
- Design skills, including Adobe Creative Suite 6 products (Photoshop, Illustrator, and especially InDesign), optional but preferred

**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 and two references

Internship Program

Email: [internship@chicagohumanities.org](mailto: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](http://chicagohumanities.org) for more information.