

## CHF INTERNSHIP PROGRAM APPLICATION

### The Program

The Chicago Humanities Festival (CHF) welcomes students and recent graduates to gain professional experience in a nonprofit cultural institution. CHF believes in challenging interns with relevant, interesting projects and making them full members of the Festival team. Interns leave CHF with a practical appreciation for the demands and rewards of nonprofit work.

### Internships Projects:

- **MARKETING/PR**
- **WEB CONTENT/MULTIMEDIA**
- **DEVELOPMENT**
- **PRODUCTION**
- **PROGRAMING**

### Internship Term

**Summer (June – late August 2016)**

**Summer & Fall (June – November 2016)**

**Fall (September – late November 2016)**

**Fall & Spring (September 2016 – May 2017)**

**Spring (January – May 2017)**

### Application Deadline

**April 30, 2016**

**April 30, 2016**

**July 30, 2016**

**July 30, 2016**

**November 30, 2016**

### To Apply

Candidates must submit the following:

- Completed application form
- Cover letter (including how you heard about the internship)
- Resume
- Brief personal statement (Please limit your personal statement to 500 words)
- Two references
- Additional writing/design samples upon request

**Please send all application materials as ONE PDF attachment**

**Please send completed application form, personal statement, résumé and references to:**

#### **Internship Program**

Chicago Humanities Festival  
500 N. Dearborn Street, Suite 825  
Chicago, IL 60654

[internship@chicagohumanities.org](mailto:internship@chicagohumanities.org)

Fax: 312.661.1018

*For questions regarding CHF's internship program please contact the Internship Director at [internship@chicagohumanities.org](mailto:internship@chicagohumanities.org) or 312-661- 1019.*

*The Chicago Humanities Festival is an equal opportunity employer.*

# CHF INTERNSHIP PROGRAM APPLICATION

Please type or print legibly in black ink.

## Personal Information

Name :

Date of Birth:

Current Address:

Permanent Address:

Home Phone:

Cell Phone:

Email Address:

**Internship Term:** Note, a 6 - 9 month internship is preferred, but a minimum commitment of 3 months is required.

- Summer (June through August 2016) Internship
- Summer & Fall (June through November 2016) Internship
- Fall (September through November 2016) Internship
- Fall & Spring (September 2016 through May 2017) Internship
- Spring (January through May 2017) Internship

## Education Information

College/University:

Degree and Major:

Graduation Date:

Do you wish to earn college credit for this internship?

yes  no

Relevant Coursework:

Please list your top three internship choices (See previous page for Internship Projects):

1.

2.

3.

How did you learn about our internship program?

## Personal Statement

On a separate page, describe why you are interested in the Chicago Humanities Festival Internship Program. Include career goals, your interest in specific project concentrations, and what you hope to contribute to CHF. Please limit your personal statement to 500 words.

Please send completed application form, résumé, personal statement, and references to:

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Chicago Humanities Festival  
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[internship@chicagohumanities.org](mailto:internship@chicagohumanities.org) or Fax: 312.661.1018