

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

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**Position Title: Marketing/PR Internship (fall 2016 - 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 9 months\***, starting in **September 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:**

- Assist with the creation and development of Festival event-related communications, including PowerPoint slideshows, printed programs, marketing collateral, and marketing e-mails
- Assist with the distribution of printed materials for the 2016 Fall Festival, Winter/Spring programs, and Stages, Sights & Sounds international children's theater festival
- Oversee public relations efforts for community calendar event listings
- Conduct research and assist with preparations for media pitching and public relations efforts
- Maintain press clips and archives
- Research and conduct marketing outreach to affinity groups
- Assist in planning/hosting special events and openings
- Serve as on-site representative at events
- Other marketing projects and duties as assigned

**Skills level:**

- Strong written and oral communication skills
- Excellent critical thinking and problem solving skills
- Proficiency in Adobe Creative Suite 6 products (InDesign, Illustrator, and especially Photoshop), particularly InDesign
- Proficiency in Microsoft Office programs (Word, Excel, PowerPoint), particularly PowerPoint
- Ability to multitask and work on multiple projects at once
- Ability to work in a fast-paced environment
- Interest in and passion for the humanities

**How to apply:**

Please submit the following by **August 15, 2016**: Application (available at <http://chicagohumanities.org/about/internships>), cover letter (including how you heard about the internship), resume, and two graphic design samples.

**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 fest 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 vital presenting organizations. Visit [chicagohumanities.org](http://chicagohumanities.org) for more information.

*The Chicago Humanities Festival is an Equal Opportunity Employer.*