

Internship Posting
Chicago Humanities Festival

Position Title: Program Internship (fall 2016/spring 2017)

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 will include:

- Communicating with out-of-town presenters regarding program logistics and technical requirements
- Assisting in preparation of individualized itineraries for Festival presenters
- Providing logistical support at fall and spring Festival programs
- Maintaining and updating presenters' database profiles
- Assisting with research for the fall and spring programs
- Working closely with the program and production teams to produce selected CHF programs and venues. Duties may include, but are not limited to, communicating with artists, presenters, partners, venues, vendors, and the like; determining technical requirements; confirming and augmenting requirements as needed; tracking details in CHF's FileMaker database; and ensuring all details are met during the Festival.
- 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 **August 15, 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.

Please send all application materials as ONE PDF attachment.

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 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 for more information.

The Chicago Humanities Festival is an Equal Opportunity Employer.