



## Internship Posting

**Position Title:** Programming Intern (winter – spring 2017)  
**Reports to:** Senior Program Manager

---

### 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 **late January or early February 2017**.

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 include:

- Participating in the program research for the Springfest and Fallfest
- Researching biographical information and contact information for potential CHF presenters
- Providing logistical support at winter/spring Festival programs
- Providing administrative support for the inaugural Spring festival, including database entry and itinerary creation
- Participating in weekly Program meetings
- Helping maintain the FileMaker Archive database
- 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 **November 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](mailto:internship@chicagohumanities.org)

Fax: 312.661.1018

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

### About the Chicago Humanities Festival

At Chicago Humanities Festival, we believe that humanity thrives when people gather, connect and open themselves to ideas that go beyond their individual experience. That's why for more than 25 years, CHF curates live events that allow audiences to connect with thinkers — both established and emerging — and see the world differently. Under the leadership of Executive Director Phillip Bahar, Thoma Artistic Director Jonathan Elmer, and Associate Artistic Director Alison Cuddy, CHF is one of Chicago's most vibrant civic institutions. Join us and celebrate the social life of ideas. Visit [chicagohumanities.org](http://chicagohumanities.org) for more information.

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