



## Internship Posting

**Position Title:** Marketing/PR Intern (winter – spring 2017)  
**Reports to:** Public Relations and Marketing Coordinator

---

### 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:

- 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 2017 CHFNow, Springfest and Fallfest programs
- 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 **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.*