

Internship Posting
Chicago Humanities Festival

Position Title: Development Internship (fall 2017 – spring 2018)

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 2017 (or earlier)**.

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.**

Development Intern:

The primary responsibility of this internship will be to assist in the preparation of the introductory remarks for our fall and spring Festival programs. This preparation will involve researching program presenters, writing biographies, and designing and assembling the introduction packets.

Secondary responsibilities may include:

- Assisting with follow-up from our fall membership drives, including: updating the Raiser's Edge donor database, gift processing, and sending out acknowledgment letters and membership materials.
- Helping to plan our donor preview events and presenter parties for the fall Festival, including: researching locations and catering options, coordinating follow up, and researching and writing internal briefing documents.
- Supporting donor relations leading up to and during fall events, public programs, and private receptions.
- Research supporting institutional and individual prospects.

Skills Level: Candidates should possess excellent writing skills, strong attention to detail, extensive computer experience and the ability to work independently. Candidates should feel comfortable executing multi-part projects and complex research assignments. Experience with Raiser's Edge or Filemaker Pro a plus.

How to apply:

Please submit the following by **August 30, 2017:**

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

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 and Marilynn Thoma 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.