

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

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**Position Title: Production Internship (fall 2017 – spring 2018)**

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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 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.**

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**Production Intern:**

Responsibilities will include:

- Providing logistical support at fall and spring Festival programs, as well as year round programs
- Working closely with the production team 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.
- Help maintain the FileMaker Archive database
- Assist the ticket office with administrative duties, as needed
- Other duties as assigned

**Skills Level:**

Candidates should have some previous production or special event experience, enjoy complex multi-layered projects, show initiative, have experience with both Mac and PC computers, and be able to work in a team environment. Microsoft Word and Excel experience is required. Experience with Filemaker Pro and Raiser's Edge databases is a plus.

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**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](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, Marilyn 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.