

Internship Posting

Chicago Humanities Festival

Position Title: Marketing/PR Internship (summer 2018 with the possibility to extend to fall 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 12 months ***, starting in **June 2018**.

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.**

Marketing/PR Intern:

Responsibilities:

- Assist marketing and website staff with the preparation and upload of all web content related to the 2018 fall festival.
- Assist with the creation and development of Festival event-related communications, including PowerPoint slideshows, printed programs, and marketing e-mails
- Assist with the distribution of printed materials for the 2018 Fall Festival
- Oversee public relations efforts for community calendar event listings
- Conduct research and assist with preparations for press releases, media pitching, and public relations efforts
- Maintain press clips and archives
- Assist in planning/hosting special events and openings
- Serve as on-site representative at events
- Assist with proofreading CHF marketing communications and print drafts
- Other marketing projects and duties as assigned

Skills level:

- Strong written and oral communication skills
- Proficiency in Microsoft Office programs (Word, Excel, PowerPoint)
- Ability to multitask on multiple projects at once
- Ability to work in a fast-paced environment
- Design skills, including Adobe Creative Suite 6 products (Photoshop, Illustrator, and especially InDesign), optional but preferred

How to apply:

Please submit the following by **April 30, 2018**:

Application (available at <http://chicagohumanities.org/about/internships>), cover letter (including how you heard about the internship), resume and two references

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

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 almost 30 years, CHF has been curating 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 and Marilyn Thoma 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 for more information.

The Chicago Humanities Festival is an Equal Opportunity Employer.