

Internship Posting
Chicago Humanities Festival

Position Title: Production Internship (summer 2018 with the possibility to extend to fall 2018)
Reports to: Director, Production

The Chicago Humanities Festival program and production department seeks an energetic and enthusiastic intern with producing and design experience to help support the improvement of front of house operations and technical capabilities at new and existing venues. Candidates should be eager to participate and support the inner workings of a festival producing over 100 public programs at over 20 venues. This internship program will require a commitment of **14-21 hours** a week for 3 to 9 months, starting in early June 2018 and ending in late August 2018 with the possibility of extending through the fall 2018.

Responsibilities will include:

- Designing venue floor plans to support the improvement of the audience experience before, during, and after festival programs.
- Helping support the research and implementation of upgrading video, lighting, and sound capabilities at some festival venues.
- Working closely with the production team to produce select CHF programs and events. Duties may include communicating with artists, presenters, partners, venues, vendors, and the like; determining technical requirements; confirming and augmenting requirements as needed; and tracking information in CHF's FileMaker database to ensure all details are met during the Festival.
- Helping maintain the festival archive database.
- Providing logistical support at fall Festival programs as well as year round events.
- Other duties as assigned

Skills Level:

Candidates should have previous production or special event experience and enjoy complex multi-layered projects. A firm understanding of Photoshop, Adobe Creative Suite, or a similar design software as well as Microsoft Word and Excel is required. Experience with Filemaker Pro is a plus.

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, one or two letters of recommendation, and a brief personal statement.

Internship Program

Email: internship@chicagohumanities.org

Fax: 312.661.1018

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

Your personal statement should be no longer than 500 words and include your career goals and what you hope to contribute to the Festival.

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.