



## CHF INTERNSHIP PROGRAM APPLICATION

### The Program

The Chicago Humanities Festival (CHF) welcomes students and recent graduates to gain professional experience in a nonprofit cultural institution. CHF believes in challenging interns with relevant, interesting projects and making them full members of the Festival team. Interns leave CHF with a practical appreciation for the demands and rewards of nonprofit work.

### Internships Projects:

- MARKETING/PR
- WEB CONTENT/MULTIMEDIA
- DEVELOPMENT
- PRODUCTION
- PROGRAMING

### Internship Term

### Application Deadline

Fall	(September – late November 2017)	August 30, 2017
Fall & Spring	(September 2017 – May 2017)	August 30, 2017
Spring	(January – May 2018)	January 31, 2018
Spring & Summer	(January – September, 2018)	January 31, 2018
Summer	(June – September 2018)	April 30, 2018
Summer & Fall	(June – late November 2018)	April 30, 2018

### To Apply

Candidates must submit the following:

- Completed application form
- Cover letter (including how you heard about the internship)
- Resume
- Brief personal statement (Please limit your personal statement to 500 words)
- Two references
- Additional writing/design samples upon request

**Please send all application materials as ONE PDF attachment**

**Please send completed application form, personal statement, résumé and references to:**

#### Internship Program

Chicago Humanities Festival  
 500 N. Dearborn Street, Suite 825  
 Chicago, IL 60654  
[internship@chicagohumanities.org](mailto:internship@chicagohumanities.org)  
 Fax: 312.661.1018

*For questions regarding CHF's internship program please contact the Internship Director at [internship@chicagohumanities.org](mailto:internship@chicagohumanities.org) or 312-661- 1019.*

*The Chicago Humanities Festival is an equal opportunity employer.*



# CHF INTERNSHIP PROGRAM APPLICATION

**Please type or print legibly in black/blue ink.**

## Personal Information

Name : Date of Birth:

Current Address: Permanent Address:

Home Phone: Cell Phone:

Email Address:

**Internship Term:** Note, a 6 - 9 month internship is preferred, but a minimum commitment of 3 months is required.

- Fall (September – November 2017) Internship
- Fall & Spring (September 2017 through May 2018) Internship
- Spring (January through May 2018) Internship
- Spring & Summer (January through September 2018) Internship
- Summer (June through September 2018) Internship
- Summer & Fall (June through November 2018) Internship

## Education Information

College/University:

Degree and Major:

Graduation Date:

Do you wish to earn college credit for this internship?

yes  no

Relevant Coursework:

**Please list your top three internship choices (See previous page for Internship Projects):**

- 1.
- 2.
- 3.

**How did you learn about our internship program?**

## Personal Statement

On a separate page, describe why you are interested in the Chicago Humanities Festival Internship Program. Include career goals, your interest in specific project concentrations, and what you hope to contribute to CHF. Please limit your personal statement to 500 words.

Please send completed application form, résumé, personal statement, and references to:

Internship Program

Chicago Humanities Festival

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