

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

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**Position Title: Web Content/Multimedia 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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**Web Content/Multimedia Intern:**

Works on the Festival's multichannel web strategy. Projects include creating multimedia content from video and/or audio captured from past Festival programs; creating emails and social media posts promoting upcoming Festival programs; publishing and maintaining current web content.

**Skills required:**

- Demonstrable experience creating a variety of web content (blog posts, videos, emails, podcasts, etc.)
- Strong editorial eye for grammar, punctuation, layout, and aesthetics
- Experience with video/audio/multimedia editing software strongly preferred
- Firm understanding of Photoshop or similar software a plus, but not required
- Experience using a Content Management System (WordPress, Drupal, etc.) a plus, but not required
- Rudimentary HTML authoring experience a plus, but not required
- Strong written and verbal communication skills
- Excellent organizational and time management skills
- The ability to work both independently and on teams

**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 and Marilyn Thoma Artistic Director Alison Cuddy, CHF is one of Chicago's vital presenting organizations.

Visit [chicagohumanities.org](http://chicagohumanities.org) for more information.

*The Chicago Humanities Festival is an Equal Opportunity Employer.*