

## **Chicago Human Rhythm Project**

### **Performing Arts Administrative Intern**

<b>Internship Title:</b>	Administrative/Program Intern
<b>Company Status:</b>	Nonprofit Organization – Performing Arts/Arts Education
<b>Compensation:</b>	\$1,000 stipend
<b>Hours:</b>	16-20 hours/week, additional hours during programs
<b>Start / End Dates:</b>	Early September through Mid December, Exact dates negotiable
<b>Application Deadline:</b>	Open/Ongoing

#### **Company and Internship Information**

Chicago Human Rhythm Project is the nation's largest and only year-round presenter of American tap and contemporary percussive arts. We are seeking interns to assist us with the coordination of several major programs and overall office administration, marketing, and fundraising. This internship is best-suited for candidates that are looking for a high level of responsibility and independence. Interns must be adept at communication and be able to follow through independently on important and detailed projects. This is an excellent opportunity to "own" several large-scale projects and make significant contributions, while learning about the operations of an arts presentation and education organization.

#### **PROGRAM: Northside Southside Onside, Holiday Rhythms, Rhythm World 33, Stomping Grounds**

CHRP has multiple programs over the next 12 months, and the administrative interns help with advancing and executing all of them. Job responsibilities may include, but are not limited to: marketing assistance, intensive artist and student management, travel and hotel arrangements for artists, registration support including data entry and maintenance of income/expense reports, patron and merchandise management during concert events, and general administrative support, including faxing, filing, and copying.

#### **PROGRAM: Mayfair Arts Center**

An education center/arts incubator of Chicago Human Rhythm Project, The Mayfair Arts Center (MAC) is a collaborative effort to foster community growth through rhythmic expression, aiming to offer diverse, high-quality dance and movement classes to the general public while centralizing the education programs, rehearsal space and administrative offices of several core groups, as well as additional emerging companies and independent artists. Job responsibilities may include checking people into classes, facilitating space rentals, communicating with community partners and affiliate organizations, and marketing/social media assistance.

#### **Qualifications:**

**MUST BE A** College Junior, Senior, or in the process of applying to be/currently a graduate student (Arts administration, arts management, communications, marketing, nonprofit management, or performing arts majors preferred)

- Knowledge of Microsoft Office suite, social media savvy, and graphic design a plus
- Strong verbal and written communication skills
- Ability to multitask
- Attention to detail
- Sense of humor

**Send resume and cover letter to [info@chicagotap.org](mailto:info@chicagotap.org) with "Internship" in the subject line.**