

Position: Programs Intern
Job type: Part-time, paid

Reports to: Director, On BOARD
Start Date: Spring 2019 (March to June)

The Arts & Business Council of Chicago (A&BC) is a nonprofit organization that facilitates partnerships to enhance the management capacity of over 250 arts organizations in the Chicagoland area each year, while promoting leadership development opportunities for business professionals through skills-based volunteering. A&BC prides itself on contributing to Chicago's creative economy by linking the culture and commerce of Chicago.

The Programs Department oversees the key components of A&BC's mission. The Programs Intern will assist with all aspects of planning and managing programs including *Business Volunteers for the Arts*, our pro bono management consulting program; *On BOARD*, our board training program; our *Learning Lab series*; and our *Membership Program*. The Programs Intern will gain an understanding of the arts and cultural landscape in the Chicagoland area and the fundamentals of how nonprofit organizations operate.

Responsibilities may include:

- Supporting meetings and interactions with arts clients and business volunteers
- Revising program curriculum to align with leading research and emerging issues
- Compiling data for program implementation, program evaluation, and grant reporting
- Analyzing program evaluations to develop new strategies for growth, retention, and recruitment
- Updating records in company Salesforce database
- Supporting event planning and staffing (occasional weekend availability needed)
- Collaborating on content creation and scheduling for social media, website, and e-mail marketing
- Gathering and analyzing social media data
- Providing general administrative tasks
- Managing self-directed special projects based on interests and skills of the intern

Qualifications:

- Current college student or recent college graduate with an interest in arts administration or business
- Good working knowledge of Microsoft Office software
- Ability to prioritize urgent and important tasks, flexible and adaptable, receptive to feedback
- Ability to work well independently
- Strong communication skills, energy and confidence
- Experience with MailChimp, Salesforce, and WordPress a plus
- Thrives in a co-working environment

Schedule: Flexible, 15-20 hours/week

To Apply: Send a cover letter and resume with "Programs Internship Application – [Insert Name]" in the subject line to Noemi Garcia at ngarcia@artsbiz-chicago.org. Applications without a cover letter will not be reviewed.

The Arts & Business Council of Chicago is committed to racial inclusion and equity and strives to ensure that our staff reflects the diversity of our volunteers and clients. We are committed to removing barriers that are faced by equity-seeking groups including veterans, people with disabilities, or individuals who identify as a member of ALAANA communities (African, Latina, Arab, Asian, and Native American). Members of these groups are encouraged (but are not required) to self-identify as such in their cover letters and asked to describe the unique perspective this identity provides for this role.