

Chicago Human Rhythm Project

Performing Arts Administrative Intern

Company Status:	Nonprofit Organization – Performing Arts/Arts Education
Compensation:	\$1,200 stipend, plus limited classes at Rhythm World summer festival
Hours:	24-32 hours/week, additional hours during programs <i>*must be available to work 32+ hours during the week of July 22-28</i>
Start / End Dates:	late May or early June through late August 2019, exact dates negotiable
Application Deadline:	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 along with 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: Rhythm World Summer Festival (July 22-28, 2019)

CHRP's annual summer festival of tap is the world's oldest, largest, and most comprehensive tap and percussive dance festival. Intern responsibilities may include, but are not limited to: marketing assistance, corresponding with guest artists, corresponding with other organizations, making travel and hotel arrangements for artists, inputting registration data and generating reports. Interns will also be expected to provide major operational support during festival week and, in return, will receive concentrated experience in managing a large-scale education and performance program.

PROGRAM: American Rhythm Center (Ongoing)

The American Rhythm Center (ARC) is a collaborative space which houses over 30 community based dance groups, companies and independent artists. The mission of the ARC is to create sustainability in art-making by way of arts education. Additionally, the ARC aims to offer diverse, high-quality dance/movement and music classes to the general public in a professionally managed environment. Interns will be asked to assist with developing and implementing marketing initiatives, managing client relationships, database maintenance, facilitating space rentals, and communicating with community partners & affiliate organizations.

PROGRAM: Stomping Grounds

STOMPING GROUNDS is a two-month, City-wide festival presented in distinct communities throughout Chicago showcasing many of the city's most accomplished percussive dance companies. Interns may assist with 2020 long-lead tasks including venue and artist negotiation and management. Interns may also participate in post-mortem work for the 2019 festival.

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 multi-task

Attention to detail

Sense of humor

Send resume and cover letter to:

Jeff Cheng

Email: jcheng@chicagotap.org