

Chicago Human Rhythm Project

Performing Arts Administrative Intern

Company Status:	Nonprofit Organization – Performing Arts/Arts Education
Compensation:	\$1,000 - \$1200 stipend
Hours:	18-20 hours/week (14-weeks), additional hours during programs
Start / End Dates:	Aug/Sept 2019 (exact start date flexible within month) – December 2019
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: Preparation for Stomping Grounds (Fall 2020)

CHRP spotlights Chicago's exceptional and diverse percussive dance community with the sixth annual citywide STOMPING GROUNDS series, culminating with the grand finale at the Harris Theater. Showcasing African, Irish, Mexican, Spanish, Indian, and American cultural traditions, this multi-performance event is a celebration of the rhythmic arts that connects diverse communities through rhythm. Interns will play a crucial part in making sure this enormous program is a success: interns will gain experience in artist management, concert logistics/production, school program logistics/production, audience development, and marketing. Interns will be expected to be at as many community events as possible (schedule coming soon).

PROGRAM: Preparation for Rhythm World Summer Festival (Summer 2020)

CHRP's annual summer festival of tap is the world's oldest, largest, and most comprehensive tap and percussive dance festival. Job 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.

PROGRAM: American Rhythm Center and Arts Education(We ALL Got Rhythm) (Ongoing)

A project of Chicago Human Rhythm Project, the American Rhythm Center (ARC) 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. Interns will work one shift/wk. in the ARC and will assist with student registration in a front-facing customer service role, as well as facility maintenance/general upkeep, social media and any other tasks assigned by the ARC Manager.

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:

Email: info@chicagotap.org