

**Internship - Development and Communications**  
**May - September 2017**  
**8-16 hours/week**

Snow City Arts educates and inspires children in hospitals through the arts. Instruction in the visual arts, creative writing, theater, music, and film making is provided to patients at four Chicago hospitals. While Snow City Arts is arts-based, we put the focus on learning and integrate state and national standards into both the student workshops and our evaluation system with the goal of ensuring that the children in hospitals are learning skills that are in line with their regular school's classroom. The Snow City Arts team includes a professional staff of 6, an artistic staff of 10 professional teaching artists, and countless interns and volunteers. We are a small but dedicated, efficient, and creative organization with a broad reach.

Snow City Arts is seeking an intern interested in gaining hands-on experience in an arts education nonprofit that works across genres in hospitals. In addition to general office tasks, the Development and Communications Intern will support the professional staff with a variety of programmatic, administrative and fundraising-related tasks. In addition to project work, interns may attend staff meetings and become an integral part of the Snow City Arts team. Interns are invited to networking/professional development opportunities, as well as arts events around the city. The Development and Communications Intern will obtain a full perspective on the inner workings of a small arts education nonprofit, gain office experience, and learn practical skills, including juggling priorities and deadlines.

**Development and Communications Responsibilities**

- Provide support to the 2017 Gallery Night Event and its Host Committee for meetings, silent auction, sponsorship, and other related aspects of the event
- Support mailings and other annual/semi-annual campaign initiatives
- Assist in the production of special events
- Support Auxiliary Board and Board cultivation and fundraising events
- Prepare acknowledgement letters and manage data
- Support social media and communications initiatives

**Qualifications** The Development and Communications Intern should be a college or graduate student with a keen interest in pursuing a career in arts education and/or arts administration. Previous experience in the arts is a plus.

- Flexible and adaptable to a fast-paced environment with high expectations
- Excellent organizational, verbal, and written skills
- Superior organizational skills and excellent follow through
- Must be a highly motivated, independent, reliable, and enthusiastic team player.
- Enthusiasm to pursue new projects and learn new skills
- Working knowledge of Excel and database systems is a plus

***Our office is currently capable of accommodating interns Monday through Friday between 9am and 5pm. Time commitments are flexible and are guided by student/department needs. Internships are unpaid. Please send a resume, cover letter, and a writing sample (two pages or less) to [info@snowcityarts.org](mailto:info@snowcityarts.org). Reference Development and Communications Internship in the subject line of the email. Snow City Arts is an equal opportunity employer.***