



TITLE:

Events Apprenticeship at No Small Plans Productions

CONTACT:

Kristen Kaza - Principal, Creative Director - kkaza@no-small-plans.com
www.no-small-plans.com

LOCATION:

Humboldt Park - Rational Park Gallery & events throughout Chicago
rationalpark.com

COMMITMENT:

2 days/wk minimum @ 6 hr shifts; flexibility to work some nights and weekends on per project basis

PAY/CREDIT:

Internship credit & paid for most events

DESCRIPTION:

No Small Plans Productions is a Chicago-based event production and public relations studio. Helmed by award-winning event producer Kristen Kaza, NSP puts relationships at center of the conversation, providing partners and clients with opportunities to truly engage with audiences and showcase their work and mission. NSP works out of and runs the coworking/gallery space Rational Park in Humboldt Park's neighborhood.

NSP provides the following services: Event planning and production, programming, partnership/sponsorship development and audience development. We bring together a unique team of highly creative people in the fields of design, performance, production, and the arts to curate one-of-a-kind experiences that build brand recognition and loyalty.

We're looking for an all star Events Production intern who can assist us with all aspects of the studio. We value our interns and will go the extra mile to make sure you receive a learning experience that fits your career goals. You will become extremely knowledgeable in online

communication, the ins and outs of event production and public engagement strategy. You will also have ample opportunity to network with key players in the arts, non-profit, and entertainment industries of Chicago. Industrious, risk-taking, positive thinking interns have the potential to benefit greatly from the mentoring and connections we can provide. A majority of past NSP interns have gone on to work for NSP in both short and long term capacities.

RESPONSIBILITIES:

Event Production

- Assist with designing and administering marketing materials for events, including social media, brand identity, and physical collateral
- Attend and contribute ideas to event planning development
- Procure and organize supplies & needs for events
- Work with staff and volunteers on event day to insure the event's success
- Takes photos at events for use on social media and website
- Help create an event summary report
- Research and data collection about vendors and venues; database management

Marketing/PR/Social Media

- Assist with creating a long term social media plan and marketing calendar
- Assist in building social media strategies
- Search and compile press clippings for events and PR clients
- Build proposals in PDF and powerpoint
- Assist with website maintenance and updating events calendar
- Help maintain Mailchimp database

Rational Park Coworking & Gallery

- General space maintenance (ordering printer ink, making sure we have supplies, keeping the supply cabinet organized etc)
- Assist with calendar coordination of space
- Organize items and create streamlined system
- Assist on site at RP events

QUALIFICATIONS:

- Currently pursuing a BA or BFA
- 21+
- Background in Marketing, Communication, or other related discipline
- Strong communication skills and capable of conversing confidently with a variety of personalities, sometimes in fast paced environments
- Proficient in Microsoft Suite Office
- Organized, with an ability to prioritize time-sensitive assignments
- Familiar and proficient with social networking sites such as Facebook, Instagram, Twitter, and Mailchimp
- Interest in marketing, PR and event production

- Some late evenings and weekends will be required
- Previous event volunteer experience a plus
- Experience using Adobe Suite a plus!
- A “can do” attitude and desire to learn
- Ability to follow instructions and also work independently

DETAILS:

- The position begins mid January and ends mid May
- 15-20/hrs hours a week with some nights and weekends when we have events
- Internship will qualify for school credit. Interns will be compensated for working select events

TO APPLY:

Please send a **cover letter**, **resume**, **links to relevant social media accounts**, and **attached answers** to the following questions. Be specific but succinct, please:

1. Tell us about your relationship with organization and site an example of how you organize to stay on track, and/or tools that you use
2. Please rate on a scale of 1-10 your familiarity with the following tools. BE HONEST:
 - a. Squarespace
 - b. Mailchimp
 - c. Microsoft Suite
 - d. Google Drive
 - e. Basecamp
 - f. Illustrator
3. Tell us about your relationship to arts and culture. What do you value and why? Please give specific examples
4. How long have you lived in Chicago? Tell us about some of your favorite places in the city and why.
5. What or whom inspires you? (People, brands, companies, businesses, etc. But be specific)
6. What do you believe you will uniquely bring to the company?

Assignments:

1. NSP has just taken over the coworking/gallery space Rational Park and we need new tenants to occupy desk space. Create an Instagram post that aims to catch potential renters' attention, based on what you know of the company values & style
2. NSP is trying to up its followers in Instagram. Give us one concrete idea as to how you'd move the needle, and show an example

Please send all application materials to Kristen Kaza - kristen@no-small-plans.com