United States Artists (USA) seeks two Interns for 2017-18 academic year in Chicago, IL.

United States Artists (USA) is currently seeking two interns to work with our Programs, Communications, and Development staff over the 2017-18 academic year. These part-time positions are paid and will report directly to our CEO, Directors, and Managers.

USA is a national arts funding nonprofit organization based in Chicago. Each year, USA awards about fifty $50,000 fellowships to the country’s most accomplished and innovative artists working in the fields of Architecture & Design, Crafts, Dance, Literature, Media, Music, Theater & Performance, Traditional Arts, and Visual Arts.

USA Fellows spotlight the importance of artists across the country, celebrating the broad diversity of American artistic practices and cultivating a creative ecology that is diverse in age, race, religion, gender, and sexual orientation. Fellows are selected through a rigorous, highly competitive process involving hundreds of experts, scholars, administrators, and artists. Since our founding in 2006, USA has awarded 488 artists with nearly $25 million in support. To learn more about the organization, please visit our website.

RESPONSIBILITIES

- Supports the staff in overall program management, communications, and development;
- Represents USA’s mission, vision, values, and goals in person, online, and in print;
- Travels to necessary and relevant conferences, symposiums, and convenings;
- Takes on additional duties as required

IDEAL CHARACTERISTICS

- Meticulous organizational skills with a demonstrated ability to meet deadlines, manage budgets, and keep timely correspondence;
- A “team player” who understands the dynamics of working within a small, productive staff that is constantly dependent on and accountable to one another;
- Ability to work effectively with an incredibly diverse community;

EXPERIENCE

- Experience working in a fast-paced, entrepreneurial environment
- Experience with Microsoft office software, database programs and social media platforms
- Bachelor’s degree in a related field

COMPENSATION: $5,000 stipend; 10-12 hours/week for 10 months.
FAQs

Can the internship be shorter than ten months?
No. While we understand that circumstances change and can make necessary accommodations, we ask that you do not apply if you know you are not able to commit to the full academic year.

Do I need to be in school to apply for the internship?
No. But, strong preference will be given to applicants who are currently receiving their Bachelor’s or Master’s degrees. Our ideal candidates will be begin their internship in August 2017 and will finish by May 2018.

Where will I be working?
All work will occur in our office in downtown Chicago (980 N Michigan Ave, 60611).

What kinds of projects will I work on?
Our interns work on a variety of projects including helping to maintain our fellowship program, assisting with our annual Assembly, as well as work on areas of communications and development.

What is the review process?
USA’s staff reviews all applications. A short-list of finalists will be invited to interview on-site in July 2017, so that the interns can start in August 2017.

—

TO APPLY
Please email the documents below in a single PDF to jobs@unitedstatesartists.org, and indicate “2017-18 Intern” in the subject line. The deadline to apply is 5pm CST on June 23, 2017. Additionally, please email all inquiries to the same address. No calls please.

- Cover Letter
  • provide detail on how your experience and skills fit the responsibilities and qualifications of this position, as well as which artistic disciplines in which you feel you are most well-versed

- Statement
  • in less than 500 words, discuss why you believe artists matter to American society

- Resume and three references

—

United States Artists (USA) is committed to a policy of nondiscrimination as an Equal Opportunity Employer. USA’s policy is to maintain and promote nondiscrimination regarding race, color, creed, national origin or ancestry, marital status, gender, physical or mental handicap unrelated to ability, sexual orientation, religion, political philosophy, unfavorable discharge from military service or age in all phases of employment practices and facilities in accordance with all applicable laws. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.