



## **Snow City Arts Development and Communications Internship**

**Part time (10 hours/week), temporary (June 3, 2024- August 23, 2024, dates flexible), non-exempt**

**Hybrid; some evening and weekend work may be required for events; \$17/hr**

### **About Snow City Arts**

Snow City Arts (SCA) inspires and educates children and youth in hospitals through the arts. SCA provides one-on-one and small group instruction in the visual arts, creative writing, theater, music, dance, and media arts to patients at Rush University Children's Hospital, Ann & Robert H. Lurie Children's Hospital of Chicago, and Children's Hospital University of Illinois. SCA's curricula in arts education are steeped in studio practices and benchmarked on state and national learning standards. Student workshops are assessed and documented in a customized database and an extensive portfolio archive. SCA works in close partnership with Chicago Public Schools and suburban school districts. With permission, student's learning outcomes and portfolios are sent to their schools in order to generate credit assignments for work completed with SCA. The SCA team includes an administrative staff of 6; an artistic staff of 7 part-time Teaching Artists (TA's); and some interns and volunteers.

SCA is a small but dedicated, efficient, and creative organization with broad reach. Our team values an "all hands on deck" approach balanced with a commitment to wellness. The ideal candidate for this internship has the ability to respond to shifting priorities with enthusiasm and integrate into a role that supports multiple aspects of development, communications, and administrative projects. Snow City Arts is committed to generating a work environment that centers learning, equity, and inclusivity. A cohort member of Enrich Chicago, SCA is committed to advancing systemic change in the arts and is building a vision and framework for anti-racist work across the organization.

### **Summary of position**

Snow City Arts is seeking an intern interested in gaining hands-on experience in fundraising and marketing at an arts education nonprofit that works across all creative genres in hospitals. The Development and Communications Intern will support the administrative staff with a variety of tasks, including our annual fundraising event Gallery Night. In addition to project work, interns may attend staff meetings and become an integral part of the Snow City Arts team. The Development and Communications Intern will obtain a view into the inner workings of a small arts education nonprofit, gain office experience, and learn practical skills, including juggling priorities and deadlines.

### **Development and Communications Intern Responsibilities**

The following is not a comprehensive list of projects, and interns may not necessarily work on all of these projects. Specific projects will be determined by staff in collaboration with the intern.

- Provide support for our 2024 Gallery Night which includes but is not limited to:
  - Managing silent auction solicitations, donations, packaging, and other coordination
  - Supporting invitation mailings
  - Supporting data entry, tracking, acknowledgement letters, and other administrative coordination
- Provide support for marketing efforts including:
  - Social media: planning, writing, designing, and posting on various platforms
  - Monthly email newsletter
  - Content creation
  - Marketing data tracking and reporting
- Prepare acknowledgement letters and manage Development data entry and reporting
- Support mailings and other annual/semi-annual campaign initiatives
- Assist in the production of special events such as Board events
- Other Development and Marketing tasks as needed (graphic design asset management, emails, etc)

## Priority Skills and Experience

The ideal candidate will have a combination of the following professional and personal qualities, skills, and characteristics. Snow City Arts *will* consider candidates who do not meet every single requirement.

### Qualifications:

- Strong interest in nonprofit development (fundraising), administration, arts in health and/or arts education fields
- Flexible and adaptable to a fast-paced environment with high expectations
- Excellent verbal and written communication skills
- Exceptional data management and computer skills including Microsoft Word, Excel, and Google Docs, Sheets, and Drive
- Inquiry-based orientation to problem solving and gathering information.
- Active listener with the ability to synthesize information and translate into action plans.
- Superior organizational skills and excellent follow through

### Desired Skills and Experience:

- Passion for working directly with youth and families, especially youth and families who identify as ALAANA, queer or LGBTQI, newcomers, first-generation immigrants, and people with disabilities.
- Familiarity with the public school and arts education landscape of Chicago.

### Compensation and Work Environment

This is a part-time, non-exempt position with some evening and weekend work required. The rate for this role is \$17/hour.

Snow City Arts Administrative team currently works in a hybrid work environment. We anticipate working with the Development and Communications intern remotely from home, as well as occasionally together at our office space at Rush University Medical Center and/or at other locations for events, to be communicated weekly. A schedule will be determined around events, other needs on-site such as printing or access to items, and according to the intern's and staff's availability.

*Snow City Arts is an equal opportunity employer. Snow City Arts is committed to building a culturally diverse and pluralistic team. ALAANA-identified individuals, trans and gender nonconforming people, people from poor and working class backgrounds and individuals with disabilities are encouraged to apply.*

*Interested candidates should send a resume to [employment@snowcityarts.org](mailto:employment@snowcityarts.org). Applications will be reviewed and candidates will be contacted for a Zoom interview on a rolling basis. Priority will be given to candidates who apply by April 15, 2024.*