



Snow City Arts Internship Virtual Learning and Programs Intern
Part-time (8 hours/week), temporary (July 8, 2024- August 31, 2024, dates flexible),
Non-exempt \$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 admin staff of 6; an artistic staff of 7 part-time Teaching Artists (TA’s); and numerous 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 maintains the ability to respond to shifting priorities with enthusiasm and integrate into a role that supports multiple aspects of program development and operational sustainability. Snow City Arts is committed to generating a work environment that centers on 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 an arts education nonprofit that works across genres in hospitals. The Programmatic Support Intern will support the admin staff with a variety of administrative, artwork preparation, and programmatic support tasks. In addition to project work, interns may attend staff meetings and become an integral part of the Snow City Arts team. The Programmatic Support Intern will obtain a full perspective on the inner workings of a small arts education nonprofit, gain programmatic support experience, and learn practical skills, including juggling priorities and deadlines.

Programmatic Support 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.

- Assist with artwork printing and preparation as needed
- Assist in updating files within and maintaining the general organization of Google Drive
- Draft curatorial statements specific to individual projects and/or the curation as a whole
- Package art supplies into art kits
- Support SCA’s community-based programs
- Assist in administrative tasks as needed

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: Must be a highly motivated, independent, reliable, and enthusiastic team player, have a high enthusiasm to pursue new projects and learn new skills, and previous experience in the arts and/or education fields is a plus.

- Strong interest in nonprofit programming, administration, arts in health, and/or arts education
- Flexible and adaptable to a fast-paced environment with high expectations
- Excellent verbal and written communication skills
- Exceptional file management and computer skills, including Google Docs, Sheets, and Drive
- Inquiry-based orientation to problem-solving and gathering information
- Active listener with the ability to synthesize information and translate it into action plans
- Superior organizational skills and excellent follow-through
- Ability to manage and manipulate artwork files with proficiency in Adobe Creative Suite
- Comfortable working on multiple projects at once

Desired Skills and Experience

- Familiarity with the arts education landscape of Chicago.
- 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.

Compensation and Benefits

This is a part-time, non-exempt position. 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 sometimes together at our office space at Rush University Medical Center and/or at other locations for events. 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.

Interested candidates should send a resume to 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.

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.