



POSTING OPENS 3/5/24
POSTING CLOSES 3/19/24

JOB ANNOUNCEMENT

STUDENT INTERN

DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS (DCASE)

Job Number: 0404-DCASE-2024

Number of Positions: 4

Starting Salary: \$18.00 per hour

All qualified and interested candidates must apply online at
[Chi.gov/DCASEJobs](https://chi.gov/DCASEJobs)

The City of Chicago Department of Cultural Affairs and Special Events (DCASE) supports artists and cultural organizations, invests in the creative economy, and expands access and participation in the arts throughout Chicago's 77 neighborhoods. As a collaborative cultural presenter, arts funder, and advocate for creative workers, our programs and events serve Chicagoans and visitors of all ages and backgrounds, downtown and in diverse communities across our city — to strengthen and celebrate Chicago. DCASE produces some of the city's most iconic festivals, markets, events, and exhibitions at the Chicago Cultural Center, Millennium Park, and in communities across the city — serving a local and global audience of 25 million people. The Department offers cultural grants and resources, manages public art, supports TV and film production and other creative industries, and permits special events throughout Chicago.

Student intern positions are for students seeking to gain knowledge of, and valuable work experience in the Department of Cultural Affairs and Special Events. The positions will perform administrative and program support duties as needed working in various DCASE Divisions, including Programming, Cultural Grants and Resources, Marketing and Development, Operations, Chicago Film Office, Executive Administration, and Finance and Administration.

Internships are limited to one, 12-month, academic year. Students are limited to working one internship (lasting no more than one twelve-month academic year) per City Department.

ESSENTIAL DUTIES

- Provide general information regarding DCASE programs and services to the public
- Assist in developing and/or maintaining calendars, and scheduling and coordinating meetings
- Attend internal and external meetings and be able to share what was discussed
- Compile, tabulate, and analyze statistical data, and assist with research and surveys of professional best practices, trends, etc. for inclusion in studies and reports
- Assist on-site at events, festivals, and programs with check-in, event coordination, set up, etc.
- Use various software packages, including Microsoft Office software to type documents, data entry, prepare presentations, create spreadsheets, maintain databases, and prepare status and wrap-up reports
- Draft correspondence, memoranda, and letters
- Organize documents and maintain and track the status of assignments
- Perform routine clerical and administrative duties involving copying, scanning, filing, document preparation,

answering the telephone, and mass mailings

- Perform related duties as required

Additional duties may be required for this position.

This is a temporary position. Year-long internship. Work 35 hours per week during the summer/breaks and 15-20 hours per week during the academic year. Work a flexible work schedule. Able to work early mornings, weekdays, evenings, weekends, and holidays during festivals and special events. Position is assigned both indoors and outdoors.

**LOCATION: Department of Cultural Affairs and Special Events (DCASE)
Chicago Cultural Center
78 E. Washington St., Chicago, IL 60602**

THIS IS A TEMPORARY POSITION

Qualifications

MINIMUM QUALIFICATIONS

Must be a student in good academic standing currently enrolled in an accredited college, university, or law school OR a student in good academic standing currently enrolled in an accredited business or data processing/ information technology school. Must have a minimum cumulative grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale. Students must maintain the required GPA throughout the duration of their employment / internship.

Must be enrolled in school with a minimum of 6 credit hours (or quarter hour equivalency) throughout the duration of the internship, with the exception of academic breaks, i.e. summer.

Disclaimer – “Accredited” means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

NOTE: At time of application, you must attach a current transcript with GPA OR if first term freshman/graduate student a letter of acceptance. You must provide Enrollment Verification at time of processing.

Students who are Deferred Action Recipients are eligible to apply. You must provide your Employment Authorization Document at the time of hire. In addition, if you are selected for a paid internship, you must also have a social security card. If you do not have a social security card, you can obtain one by following the instructions on this link:

http://www.socialsecurity.gov/pubs/deferred_action.pdf

SELECTION REQUIREMENTS

This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

PREFERENCE will be given to candidates possessing the following:

- Students majoring in all areas specifically in: Advertising, Anthropology, Arts Administration, Business Administration, Communications, Film, Graphic Design/Visual Communications, Hospitality, Liberal Arts, Marketing, Media, Museum Studies, Public Relations, Psychology, Tourism, or a directly related field
- Students with an interest in arts and culture
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook
- Proficiency in Internet research
- Ability to work some evenings, weekends, and have a flexible work schedule
- Must be a student and able to work year-round for the duration of the internship

Knowledge: Knowledge of general office procedures, office environment, and using standard office equipment. Some knowledge of administrative and clerical methods and procedures, city government programs and services, and applicable computer software packages and applications.

Skills: Active learning, listening, and critical thinking.

Abilities: Ability to be a self-starter, organized, reliable, work well with others, and follow directions. Ability to project a professional image with a positive attitude, pay close attention to detail, and be punctual. Ability to work with high level executives and officials. Ability to use digital platforms to advance and promote DCASE events and programs. Able to work indoors and occasionally outdoors in extreme weather conditions and noise.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago

Brandon Johnson, Mayor

Applications for this position will be accepted until 11:59pm CDT on Tuesday, March 19, 2024.

Job Posting: Mar 5, 2024, 12:00:00 AM | **Closing Date (Period for Applying) – External:** Mar 19, 2024, 11:59:00 PM
BU: 00 | **Salary:** \$18.00 **Pay Basis:** Yearly