

Chicago Poetry Center: Programs Intern



Position Description

We are currently seeking a creative, versatile, and hard working Programs Intern to support our programming efforts including supporting the Education Programs, Reading Series, and Reading Series Archive.

The Programs Intern can expect to work directly with the Education Programs Manager. They will support outreach efforts to schools, gathering data, compiling school information, and coordinating with the Programs Manager to share information out to schools and collect incoming information from schools. The Programs Intern, time-dependent, may also work directly with the Reading Series Curator on similar projects for their program, including logging data and potentially collecting articles and assets for the online archive.

This position will be 3-5 hours per week. This position will be remote until further notice, meetings will occur over zoom, and work product will primarily occur in GMail and GSuite.

The ideal candidate is comfortable in GSuite, especially with Google Docs, Sheets, and Mail. Additional experience in design programs; HTML/CSS, and familiarity with WordPress are great bonus skills and are not required.

CPC is looking for a Programs Intern who is willing to learn on the job. Learning on the job includes both researching one's questions to see if the answer is within reach, and when it's not, asking for support.

This role is for someone who is eager to support an engaged, community-centered poetry and education focused nonprofit. Applicant can expect to expand their skills on the job and be a part of an open feedback workplace.

The Programs Intern will help the Programs teams with the following:

- Gathering data for school communications
- Gathering school data for residency scholarship review
- Educational Program communications support
- Reading Series Program, Curatorial communications support
- General Programs Support

Timeline

The position is for 3-5 hours per week, from March 2021-June 2021. Position is remote until further notice. Weekly schedule will be determined by the Executive Director considering the Intern's schedule, and can flex throughout the year.

Further Details

- Because we are remote, the position requires the intern have personal access to internet and computer
- This position is unpaid. Details on additional financial support opportunities below.

*Internship Financial Support

The Chicago Poetry Center is able to offer exemplary on the job experience and skill-building, but our internships are unpaid. Through our partnerships with universities, some of our interns have been able to:

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receive work study, semester-long stipends, and/or course credit from their universities, or grants through private membership in scholastic achievement societies. While the student is ultimately responsible for securing any external financial support for themselves, the Chicago Poetry Center will be happy to provide letters of support or any other documentation the student might need to arrange for their external financial support.

About Chicago Poetry Center

Welcome, Creatives!

The Chicago Poetry Center has a small staff, but we are highly engaged and eager to welcome new interns to our team. We're serious about what we do, but we have a lot of fun doing it. Our organization supports the flourishing of creative work across our great city, and as such, we love supporting creative minds and innovative thinkers.

The Chicago Poetry Center is a nonprofit cultural organization dedicated to supporting poetry in Chicago and beyond. Our roving reading series puts poetry on boats, in observatories, and in bookstores to name a few of our every-changing event locations (presently online). Our education programs (have gone virtual, and) hire active Chicago Poets as teaching artists to teach in long-term poetry residencies in Chicago Public Schools. www.poetrycenter.org

How to Apply

Submit your resume and a brief cover letter by email to helene@poetrycenter.org. In the subject line please include the name of the position you are applying for and your name.

Your letter should let us know why you're interested in working for the Poetry Center, and tell us a bit about you, and your relationship to poetry. We encourage you to include in your resume and/or cover letter any relevant skills you've acquired that aren't tied to work experience--in other words, volunteer, life, and school experiences are also recognized as part of your skill set, knowledge base, and experience.