

Intern Project Description

Project Title: Auxiliary Relations Intern

Supervisor: Development Coordinator, Auxiliary Relations

Objective: To Support the ongoing activities of the Guild an Costume Council, support groups of the Chicago History Museum

Responsibilities: Assist in preparation for monthly committee and subcommittee meetings; be present for and take notes at said meetings; keep membership records updated and send new member packets out in a timely fashion; serve as lead editor of Guild quarterly newsletter

Qualifications: Qualified applicants must have a professional demeanor, excellent writing skills, and proficiency in Microsoft Suite; they must be a good natured team player.

Dates of Project: Fall term; this is an ongoing project.

Time commitment: 12 hours per week; scheduled will be determined by the intern and supervisor

Application Deadline: We are currently accepting applications for this internship position.

How to Apply

A completed application consists of the following:

- a completed application form (available online)
- a one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- Contact information for two references

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.