Internship Application

BACKGROUND
Ingenuity’s mission is to leverage the vibrant communities, rich knowledge and significant resources of Chicago to ensure the arts are a critical component of every public school student’s education.

Ingenuity serves as Chicago’s single hub of information, advocacy, strategy, and partnerships. Founded through city-wide collaboration, Ingenuity aims to reinstate arts education in every school for every student. Ingenuity works in tandem with the CPS Department of Arts Education, certified teachers, Chicago’s arts and cultural community, parents, students and others to ensure excellence in arts education for every student in Chicago Public Schools.

Ingenuity is the:
- Lead advocacy organization driving positive arts education policies in Chicago Public Schools
- Single source of data on the availability and distribution of arts education throughout CPS
- Chief arts education strategy partner to CPS
- Co-architect of the first ever CPS Arts Education Plan (approved by the Chicago Board of Education)
- Co-designer of the Creative Schools Initiative – an interconnected set of incentives and supports for activating the CPS Arts Education Plan in schools and classrooms

INGENUITY’S INTERNSHIP PROGRAM
The Ingenuity Internship Program is a competitive placement that aims to prepare emerging professionals for careers in the non-profit sector. While you may choose an area of special interest, the program is designed to expose you to the three key pillars of our work: data, policy and advocacy, and partnerships and professional learning. This unique interdisciplinary approach will provide broad and comprehensive knowledge of the arts education sector in an urban school district.

Eligibility
To be eligible for consideration, applicants must be:
- At least 18 years old
- Be willing to commit to a semester-long program (or semester equivalent)
- Currently enrolled in an undergraduate or graduate program in public policy, social work, arts administration, education, computing and information sciences, or related field of study.

Requirements
To apply for an internship, complete and submit the following:
- Completed application
- Resume with cover letter
- Personal statement (share your professional goals as well as what you’d like to gain from an internship)

Desired Skills
- Computer proficiency (Microsoft Office Suite)
- Workplace professionalism
- Strong writing and communication skills
- Strong project management and organizational skills
- Ability to work independently and within a team
- Takes initiative on projects
**Process**
All applicants will be screened first by the required documents submitted. Based on review of all applicants, Ingenuity will select and notify candidates to be interviewed. Each internship opening will be filled based on the interviews of all candidates.

**Compensation**
During their time as an Intern with Ingenuity, interns will receive:
- College credit (subject to college/university approval)
- Exposure to professionals in a variety of fields
- Networking opportunities
- A $1,500 stipend to be distributed in two installments, one at the halfway and one at the end point of the internship

**Equal Opportunity**
Ingenuity is an equal opportunity employer and encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply.
Date: ____________________

Name: ____________________ DOB: _______ – _______ – _______.

DOB Format: MM DD YYYY

Address: ____________________

No. and Street City State Zip

Telephone: (_____ ) __________ Email: ______________________

I am interested in:

☐ Data & Research ☐ Communications & Media ☐ Partnerships & Professional Learning

Please indicate for which semester you are applying: Year __________

☐ Summer: (May-August) ☐ Fall: (September - December) ☐ Spring: (January - April)

Are you over the age of 18? ☐ Yes ☐ No

Have you ever been convicted of a crime? ☐ Yes ☐ No

Have you included 2 letters of reference? ☐ Yes ☐ No

Have you included a resume and cover letter? ☐ Yes ☐ No

Have you included a personal statement detailing your personal goals as well as what you would like to gain from this internship? ☐ Yes ☐ No

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I authorize the investigation of all information set forth in this application, including social networking profiles created by me, hosted and maintained by third parties. I understand that, misrepresentation or omission of facts in this application may result in dismissal from the internship program. Ingenuity can terminate the internship at any time, with or without prior notice, and for any reason not prohibited by law. I understand that no representative of Ingenuity, other than the Executive Director, has the authority to enter into any agreement for employment.

Date: ____________________ Signature: ____________________________________________

Please mail this completed application to:
Ingenuity
ATTN: Internship Coordinator
Or email to: info@ingenuity-inc.org