



Communications & Advocacy Intern

Ingenuity is currently seeking an enthusiastic and resourceful intern to support our communications and advocacy initiatives. 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, teachers, Chicago's arts and cultural community, parents, students and others to ensure excellence in arts education for every student in Chicago Public Schools.

Responsibilities:

- Report to the Director of Communications to manage Ingenuity's social media channels and website
 - Explore and make recommendations on additional social media channels and prioritization of messaging
 - Encourage Ingenuity staff to consider social media use in new and more strategic ways
 - Leverage Ingenuity photos and existing media to create announcements, content templates, and social media content
- Attend and participate in meetings and convenings with the arts education community and others
- Support the Director of Communications in organizing the annual Advocacy Institute, developing an advocacy agenda, as well as activities related to National Arts in Education Week
- Collaborate with other Ingenuity teams on projects as appropriate

Qualifications:

- Highly motivated and eager to learn
- Proficient in social media and online communications
- Computer proficiency (Microsoft Office Suite)
- Knowledgeable of design platforms (Adobe, Canva, etc.)
- Workplace professionalism
- Strong research, writing, and communication skills
- Strong project management and organizational skills
- Ability to work independently and within a team
- Takes initiative on projects
- A sense of humor
- Bilingual a plus
- Interest in arts education/education policy a plus

Learning Objectives (upon internship completion, you will have learned...)

- Organizational/Sector Storytelling: How to create and maintain a social media calendar, coordinate with Ingenuity staff to ensure each department's communications needs are being met, and work with the Department of Arts Education at CPS to sync communications strategies.
- Advocacy Strategies: In partnership with the Director of Communications, develop an annual advocacy agenda for SY 2020/2021 and tailored communications for various stakeholder groups.
- Website support: How to work on the back-end of a Wordpress website, how to generate and edit content.
- Through this work, the intern will also learn about the arts education landscape both in Chicago and the state of Illinois.

Contact Ingenuity at employment@ingenuity-inc.org to apply.