



## Partnerships & Professional Learning 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:**

- Work with Partnerships & Professional Learning team to design, manage, and implement/facilitate the Partner Starter Institute for 50+ arts education organizations in August
- Update, edit, and publish the biannual Arts Assist Guide, a resource guide for strengthening school arts partnerships
- Attend and participate in meetings and convenings with the arts education community and others
- Collaborate with other Ingenuity teams on projects as appropriate

### **Qualifications:**

- Interest and/or experience in the fields of arts and arts education
- Belief in the importance of arts education equity and access in schools and communities
- Desire and drive to learn about the Chicago arts education community, its assets and challenges
- Experience in event management is an added bonus
- 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

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

- How to create a comprehensive resource guide for arts education partners working with Chicago Public Schools
- How to develop goals and outcomes for an event, design an agenda to meet those goals, and evaluate program success
- Facilitation skills
- How to coordinate and communicate with a broad range of stakeholders including panelists, speakers, teachers, and the CPS Department of Arts Education
- Best practices for event management, including EventBrite management, set-up, catering, and pre and post event communications
- Best practices in the design and delivery of school arts partnerships

Contact Ingenuity at [employment@ingenuity-inc.org](mailto:employment@ingenuity-inc.org) to apply.