



United States Artists

## United States Artists (USA) seeks three Interns for 2019–20 academic year based in Chicago for 10–12 hours per week.

United States Artists (USA) is currently seeking three interns to work with our Programs, Communications, and Development staff over the 2019–20 academic year. These part-time positions are paid and will report directly to our CEO, Directors, and Managers. In addition to their administrative duties, interns will work together to publish *Anthology*, an annual publication produced entirely by the intern team with support and guidance from USA staff. Each issue highlights the breadth of perspectives found in the incoming class of USA Fellows in efforts to deepen the connections between them and expand the way their work connects to the world around us.

USA is a national arts funding nonprofit organization based in Chicago. Each year, we distribute unrestricted awards to celebrate artists and other leaders for their contributions to the country's cultural landscape. Our awards recognize the most compelling artists and practitioners working and living in the United States, in all disciplines, at every stage of their career. Since our founding in 2006, we have supported more than 500 artists and cultural practitioners with over \$25 million. To learn more about our work, please visit our [website](#).

### RESPONSIBILITIES

- Produce *Anthology* in collaboration with other interns and with guidance from staff
- Support the staff in overall program management, communications, and development
- Represent USA's mission, vision, values, and goals in person, online, and in print
- Travel to necessary and relevant conferences, symposiums, and convenings
- Take on additional duties as required

### IDEAL CHARACTERISTICS

- An eagerness to collaborate with others to generate ideas and co-produce content
- Meticulous organizational skills with a demonstrated ability to meet deadlines, manage budgets, and keep timely correspondence
- A "team player" who understands the dynamics of working within a small, productive staff that is constantly dependent on and accountable to one another
- Ability to work effectively with an incredibly diverse community

### EXPERIENCE

- Experience working in a fast-paced, entrepreneurial environment
- Experience with Microsoft office software, database programs and social media platforms
- Experience with Adobe Creative Suite highly preferred, but not required

**COMPENSATION:** \$5,000 stipend; 10–12 hours/week for 10 months

## FAQs

*Can the internship be shorter than ten months?*

No. While we understand that circumstances change and can make necessary accommodations, we ask that you do not apply if you know you are not able to commit to the full academic year. Candidates should expect to begin their internship in late August 2019 and finish by late June 2020. Additionally, there will be a required full-day Internship Orientation in late June as well as a three hour-long video conference with our team throughout July and August.

*Do I need to be in school to apply for the internship?*

No. But, strong preference will be given to applicants who are currently receiving their Bachelor's or Master's degrees.

*Where will I be working?*

All work will occur in our office in downtown Chicago (980 N Michigan Ave, 60611).

*What kinds of projects will I work on?*

Our interns work on a variety of projects including helping to maintain our fellowship program, assisting with our annual Assembly, as well as work on areas of communications and development. Additionally, interns will work together to publish *Anthology*, an annual publication produced entirely by interns with support and guidance from USA staff.

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## TO APPLY

Please email the documents below in a single PDF to [jobs@unitedstatesartists.org](mailto:jobs@unitedstatesartists.org), and indicate "2019-20 Intern" in the subject line. The deadline to apply is 5pm CST on April 12, 2019. Additionally, please email all inquiries to the same address. No calls please.

- Cover Letter
  - Provide detail on how your experience and skills fit the responsibilities and qualifications of this position, as well as which artistic disciplines in which you are most well-versed
- Statement
  - In less than 500 words, discuss why you believe artists matter to society
- Mood Board
  - In one page—not to exceed 8.5x11—compile and style a mood board that showcases who you are and expresses the voice you'd bring to *Anthology*. This can be edited, curated, or organized in any way you'd like and may include publications, brands, design, art, writing and quotes that resonate with your point of view.
- Resume (with contact for three references)

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*United States Artists (USA) is committed to nondiscrimination as an Equal Opportunity Employer. USA's policy is to maintain and promote nondiscrimination regarding race, color, creed, national origin or ancestry, marital status, gender, physical or mental handicap unrelated to ability, sexual orientation, religion, political philosophy, unfavorable discharge from military service or age in all phases of employment practices and facilities in accordance with all applicable laws. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*