



**Harris Theater Design Intern  
2022-2023 Season**

<b>Department:</b>	Programming and Engagement
<b>Job Title:</b>	Programming and Engagement Intern
<b>Reports To:</b>	Engagement Coordinator
<b>Type of Position:</b>	January 2023 through May 2023 Part time 15-20 hours flexible M-F

**GENERAL DESCRIPTION**

The Programming/Engagement Intern provides event planning and staffing support as well as administrative assistance to the Harris Theater’s Programming team. This internship focuses on communicating with local and international artists, collaborating with community partners, and providing support at performances and enrichment activities.

**DUTIES AND RESPONSIBILITIES**

The Programming/Engagement Intern will gain an understanding of artist correspondence and event management for a nonprofit arts organization, while honing their voice for community stewardship.

**Programming duties:**

- Scheduling meetings and calls
- Hotel + ground coordination
- Maintaining notes and contact information
- Providing onsite assistance (some nights and weekends)
- Other vendor help

**Engagement duties:**

- Partner communication and eblast construction
- Adding engagements to HT and external calendars
- Providing onsite/offsite support (some nights and weekends)
- Maintaining notes, engagement tracking, and documentation (photos and such)
- Ticket donation tracking
- Research (partners, resources, etc)

**EXPECTATIONS AND EXPERIENCE**

As a member of the Theater team, the Programming/Engagement Intern is expected to:

- Uphold the Harris Theater’s mission to be a home for music and dance, and embody organizational core values of artistic integrity, collaboration, belonging, and respect
- Participate in organizational and regular trainings, share ideas, and communicate openly with peers and supervisor about questions, challenges, and successes.
- Maintain professional conduct and represent the Theater positively in all interactions with artists, renters, partner organizations, donors, vendors, volunteers, patrons, and coworkers.

The ideal candidate will have:

- Experience or demonstrated interest in programming and engagement
- Strong communication and organizational skills and a willingness to collaborate with colleagues
- The ability to prioritize, manage multiple projects simultaneously, and maintain focus in a fast-paced, environment



<b>PAY RATE AND INSTRUCTIONS TO APPLY</b>
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<p>This is a Part-time position starting at \$16.00 per hour. Please submit a cover letter and resume to <a href="mailto:bcrewell@harristheaterchicago.org">bcrewell@harristheaterchicago.org</a> with “programming/engagement intern” in the subject line. No phone calls please.</p>
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*The Harris Theater is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, veteran, national origin, or disability status or any protected characteristic as outlined by federal, state, and local laws.*

*If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting [access@harristheaterchicago.org](mailto:access@harristheaterchicago.org).*

*Any new hire of the Harris Theater will be required to be fully vaccinated against COVID-19 by their first date of employment.*