

CHICAGO ARCHITECTURE BIENNIAL

Opportunity: Program Assistant (Paid Internship)

The Chicago Architecture Biennial, which debuted in 2015 and the next iteration which will be held in the fall of 2017, seeks candidates for the Program Assistant Internship position. The Program Assistant will work with and support the Content, Special Events and Program teams.

Key requirements include:

Program Information Management:

- The Program Assistant will help with collecting and maintaining all program and events information – content, scheduling details, attendee information to insure all appropriate documents and digital platforms remain up to date with accurate information.
- Maintain and manage all checklists related to program and event logistics and production.
- Organize and manage digital database for accreditation process and event scheduling.
- Support Content Production for Social Media and Web, collating assets and generating and editing copy when needed.

Events and Volunteer Coordination:

- Work closely with production team to assist in coordinating fabrication and setup for events. Maintain all information related to project development.
- Assist in managing participant and accredited attendees welcome and on-site check-in.
- Organize and manage outreach to build roster of volunteers for events and programming. Work with production team to schedule volunteers during Opening Weekend and the duration of the Biennial.

Administrative Support:

- Provide clerical support as needed, including answering phones, monitoring incoming mail, responding to inquiries, acquiring equipment or supplies, and coordinating meetings (catering and preparing necessary materials).

The ideal candidate will have the following skills, qualities and characteristics:

Bachelor's Degree required; 1-2 years of experience producing events in a museum or cultural setting; strong research, writing, and communication skills; flexible and collaborative personality; experience in public speaking; excellent organizational skills and attention to detail; ability to work in a fast-paced environment; computer and database experience, proficient in Microsoft Excel. Ability to work evening and weekend hours for programs required. CAB supports a diverse and inclusive staff team and strongly encourages applications from people of color, persons with disabilities, women and LGBTQA applicants.

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About the Chicago Architecture Biennial

The Chicago Architecture Biennial provides a platform for ground breaking architectural projects and spatial experiments that demonstrate how creativity and innovation can radically transform our lived experience.

A vision of Mayor Rahm Emanuel for a major international architectural event and an outcome of the comprehensive cultural plan developed by Chicago's Department of Cultural Affairs and Special Events, the 2015 Chicago Architecture Biennial was presented with significant support of BP and numerous other funders, and in partnership with the City of Chicago and the Graham Foundation.

Through its constellation of exhibitions, full-scale installations, and program of events, the Chicago Architecture Biennial invites the public to engage with and think about architecture in new and unexpected ways, and to take part in a global discussion on the future of the field.

Please send resume and cover letter to: info@chicagoarchitecturebiennial.org with Program Assistant Intern in the subject line.