

ORBERT DAVIS'

CHICAGO JAZZ PHILHARMONIC

Chicago Jazz Philharmonic Summer Intern Application

Spend summer 2022 with one of the most unique orchestras in the world, America's definitive Third Stream orchestra combining jazz and classical music. Learn from industry greats, world-class professional jazz and classical musicians and educators, and work with EMMY award winning composer, trumpeter, and conductor Orbert Davis. CJP's summer internships provide the opportunity to learn the ins and outs of the arts non-profit world, while gaining business and interpersonal skills that will translate to any career field. Chicago Jazz Philharmonic has two high school intern positions open for Summer 2022. Read the detailed descriptions of each position below, and then click "NEXT" to begin completing the application.

1. Education Programs and Production Summer Intern

The Education Programs and Production Summer Intern will participate in all aspects of the organization's education and performance programs with a primary focus on our Summer Jazz Academy.

Duties may include, but are not limited to:

- Assisting with planning and implementation of the summer 2022 Jazz Academy camp, including:
 - Student registration, including data entry in Excel, creating student files, communication with families, etc.
 - Track registration payments, scholarship requests, and fulfillment
 - Development of camp programming
 - Preparation of handbooks and other camp supplies
 - On-site production and facilities set-up and teardown of classrooms, performances, special events
 - Serve as teaching assistant, as needed
 - Other tasks as needed
- Other educational projects may include:
 - Jazz Alive and Jazz Academy program development
 - Some light administrative tasks (e.g. filing, database management, internal communications, etc.)
- Networking and off-site learning opportunities
- Research projects

2. Marketing and Development Summer Intern

The Marketing and Development Summer Intern will work with CJP's Communications Coordinator and Development Manager to assist in summer marketing and development initiatives, including those related to Jazz Academy, Jazz Alive, and CJP performances. We believe in challenging interns with relevant, interesting and exciting projects and making them part of our team.

Duties may include, but are not limited to:

- Assist in editing copy for communications to donors, audiences, and program participants
- Assist in social media content creation
- Learn design programs
- Become familiar with Customer Relationship Management systems, data collection, and data hygiene/maintenance.
- Assist the Development Manager in putting data into the donor database, mailing donation letters, and performing funder research.
- Networking and off-site learning opportunities
- Research projects

Eligibility (both positions)

- Current Chicago-area high school student, including seniors graduating Spring 2022
- Age 16-18

Length of Internship (both positions)

- Start/end dates: Approximately June 27 – Aug 12 (schedule TBD)
- During Summer Jazz Academy (July 18 – 29) intern needs to be available 8:30am-4:00pm

Compensation (both positions)

- \$15/hr
- Average of 15 hours a week

General Information

Which summer intern position are you applying for? *

- Marketing and Development
- Education and Programming
- I would like to be considered for either position

First Name *

Your answer

Last Name *

Your answer

Email Address *

Your answer

Phone Number *

Your answer

Address 1 *

Your answer

Address 2

Your answer

City *

Your answer

State *

Your answer

ZIP *

Your answer

Age by June 27, 2022 *

Your answer

Where will you be attending school in the fall? *

If you will not be attending school in the fall, reply "N/A"

Your answer

Short Answer

Do you play an instrument?

Playing an instrument is not required to be considered for this position.

- Yes
- No

What instrument do you play? *

If you don't play an instrument, respond "N/A"

Your answer

Do you drive and have access to a vehicle? *

Access to a vehicle is not required for this internship, though you will need to work occasionally onsite at Chicago State University and our offices at 1111 N Wells St.

- Yes
- No

Are you comfortable taking public transit?

Our office at 1111 N Wells is accessible via the Red and Brown lines, as well as the 156 LaSalle and 70 Division buses. Chicago State University is accessible via the number 3 95th/CSU bus, the Red line, and the Metra Electric line.

- Yes
- No

This position will be hybrid virtual and in-person. When working from home, will you have access to a computer and reliable internet connection during your working hours?

- Yes
- No

Longer Response

In one or two paragraphs, please explain why you would like to work at Chicago Jazz Philharmonic this summer. *

Your answer

Please briefly describe any relevant skills or work experience. *

Your answer

What skills do you hope to develop or enhance while working at Chicago Jazz Philharmonic? *

Your answer

Is there anything else we should know when considering your application?

Your answer

Feel free to upload a resume or work history

Please submit any documents in pdf format. A resume or work history is not required to be considered for this position.

 [Add file](#)