



Position: Placemaking and Creative Intern

Mission: Chicago Loop Alliance (CLA) is a member-based business organization with a mission to create, manage and promote a high-performing urban experience in the Chicago Loop attracting people and investment.

Reports To: Placemaking and Creative Manager

Summary: The Placemaking & Creative Intern will assist in the planning, development, and execution of public-facing programs, particularly ACTIVATE, which is a series of summertime pop-up experiences that take place in Loop alleys. The events feature art, music, and more in unique urban settings. In addition, the intern will be responsible for answering phones, greeting visitors, and supporting other CLA staff members as needed.

This position requires a savvy, meticulous, results-oriented student who is enthusiastic about the future of the Loop. The ideal candidate will have experience in arts and cultural programming, urban planning and/or event planning. Must relish development and execution of complex projects, work effectively without oversight, have a take-charge attitude and a high level of competence, and interface effectively with team members, the public, and volunteers. Passion for placemaking, the arts, and public space is a must.

Essential Tasks & Responsibilities

- Provide support for the planning and execution of 5 immersive pop-up events in Loop alleys. Responsibilities will include working with the Placemaking and Creative Manager, curators, sponsors, artists, and installers to plan the experience and environment; participating in the installation and breakdown of the event; working with staff, volunteers, and the public to ensure a smooth and successful event
- Assist with the upkeep and renewal of CLA creative initiatives such as the State Street banner program, Lightscape, a LED light/audio attraction; the Gateway, a parklet located on the median of State Street between Upper Wacker Drive and Lake Street; and projects that contribute to the transformation of Wabash
- Help manage CLA Placemaking Committee and attend and record its meetings
- Assume a variety of administrative and operational duties to deliver programs and events
- Assist in researching, developing, monitoring, and benchmarking streetscape, placemaking and events

Qualifications

- A student (preferably a graduate student) in arts administration, urban planning, architecture, or related field

- Previous placemaking or event planning experience preferred
- Highly organized and detail-oriented
- Excellent interpersonal skills both in person and by phone, with high professionalism and customer service
- Strong writing and editing skills
- Computer proficiency
- Physically capable of walking and light lifting
- Ability to work some early morning and evening events).

Schedule and Compensation

- 24 hours per week (schedule to be mutually agreed upon)
- Start date is approximately March 30, 2017
- This internship is a minimum six-month commitment
- Hourly rate \$12.50

To Apply: Please send cover letter, resume, and 3 references to resumes@chicagoloopalliance.com with the subject line Placemaking and Creative Intern. Please describe your placemaking, public programming, or event planning experience in your cover letter. No phone calls please. Deadline for application is **March 15, 2017**. For additional information about Chicago Loop Alliance, visit <http://loopchicago.com>