



Alliance Française

Chicago

Cultural Programs & Business Administration Internship

Come help promote French language and culture in the heart of Chicago!

About the Alliance Française de Chicago

The Alliance Française de Chicago (a 501[c] [3] non-profit organization. Located in downtown Chicago, Illinois, our mission is to be Chicago's center of French language and French speaking cultures – to promote exchange, understanding, and friendship between Americans and French speaking people — including those from Europe, Canada, Africa, the Caribbean and the Middle East – a world of 220 million French speakers. Through study of another language and its associated cultures, we help to develop a global view of the world.

Description

As a Cultural Programs and Business Administration intern you will assist the Director of Finance and the Director of Cultural programs. You will work in complementary fields, gaining valuable experience in all aspects of the workings of an American non-profit school and cultural establishment.

Core functions are to:

- Handle daily and weekly administrative tasks related to school classes and cultural programs
- Promote, implement and develop the year-round program of cultural events
- Occasionally work with other departments, such as the Médiathèque or communications.

NB: 95% of written/oral communications are in English.

Internship Tasks

Business Administration/Finance

- Work with administrative interface for website transactions (membership, on-line registration, data base maintenance on Raiser's Edge software, a standard in non-profit domain).
- Office management tasks such as daily accounting and bank deposits
- Possibility of developing special projects related to the business administration
- All projects related to applications for the Alliance Française school

Website, communication and marketing

- Website maintenance for the classes/cultural events
- Create flyers, brochures, programs, etc.
- Take photos and use Photoshop for all events
- Occasionally take and edit videos for You Tube
- Occasionally assist the Communication department

Special Assignments

- Decorative Arts Symposium, our premier annual Spring fundraising event
- Festival de la Francophonie, held annually in March
- Film Rétrospective

Cultural programs/events

- Research cultural content to help develop interesting new programs
- Obtain rights for films and photographs
- On night of events: generate lists, set-up check-in and cashbox, set-up A/V
- Input all information pertaining to event's budget

Qualifications & Experience:

- Student in Political Science, Management, Cultural studies or similar field.
- Good organizational and interpersonal skills to represent the Alliance to the public.
- Good computer skills in MS Office products, especially Excel.
- A good understanding of the French language and culture would be a plus but is not mandatory.

- Ability to write and speak in English. Ability to translate French/English will be appreciated.

Compensation: A monthly stipend of \$700 is available.

Internship Duration: 8 months, preferably more.

Days per week: Full time (40 hours per week), mostly weekdays with occasional evenings or Saturdays.

To Apply: Please send a resume/CV and a cover letter that includes your availability to: hr@af-chicago.org . Please, include the name of the internship in the subject line.