



## 2<sup>ND</sup> STORY INTERNSHIP PROGRAM

Thank you for your interest in working with 2<sup>nd</sup> Story, an organization committed to the incubation of artists and students as part of our larger mission of building community through storytelling.

The following positions are available as part of our internship program: **Graphic Design Associate, Marketing & Social Media Associate, Programming & Production Associate, Story Development Associate, Podcast Production Associate, Education Associate, and Arts Management Associate.** You'll notice we call our interns associates -- that's because we want to make sure your hard work with us enhances your career experience and résumé as much as it will enhance our organization. Along with responsibilities related to their chosen specialization, each associate will be expected to work on a long-term, self-directed project and will be asked to assist with general management tasks.

### WHAT WE SEEK IN AN ASSOCIATE:

Applicants should possess an interest in storytelling, a familiarity with 2nd Story's work, and an interest in one of the areas of specialization mentioned above. Applicants should be charismatic and community oriented, as 2nd Story is a multi-faceted, expanding organization that values people who are generous with their time, energy, and good spirits.

### RESPONSIBILITIES OF AN ASSOCIATE:

Each associate's experience will differ according to their interests and goals. In general, an associate's duties will take three specific foci:

#### 1. A SELF-DIRECTED PROJECT

The associate will focus on a long-term, self-directed project that utilizes his or her unique strengths and benefits the 2<sup>nd</sup> Story community.

## **2. SPECIALIZATION-RELATED DUTIES**

The associate will fulfill duties related to their area of specialization, as directed by their head-of-department. Brief descriptions of each associateship track are available on the following page.

## **3. NOT-FOR-PROFIT MANAGEMENT TASKS**

The associate will work in the 2<sup>nd</sup> Story office and assist with general not-for-profit management tasks, including data entry, email correspondence, and financial management. They may also be asked to perform general tasks from time to time, including cleaning and running errands. Other duties may be assigned when necessary.

## **INTERNSHIP SPECIALIZATIONS:**

**GRAPHIC DESIGN** associates will gain valuable experience working on a multitude of design projects to solidify and enhance 2<sup>nd</sup> Story's aesthetic presence.

**MARKETING & SOCIAL MEDIA** associates will work to expand 2<sup>nd</sup> Story's presence by maintaining and creating new relationships through community building tools.

**PROGRAMMING & PRODUCTION** associates will work on the organization and execution of 2<sup>nd</sup> Story performances.

**PODCAST PRODUCTION** associates will work on the curation, recording and distribution of the [2nd Story Podcast](#).

**STORY DEVELOPMENT** associates will work on our stories from the page to the stage, getting a behind-the-scenes look at what goes into making a "2<sup>nd</sup> Story" story work.

**ARTS MANAGEMENT** associates will work alongside our Artistic Director to get a hands-on look at all the different aspects of leading a non-for profit Arts Organization.

**EDUCATION** associates will work alongside our Director of Education to gain experience in facilitation, outreach planning and curriculum development.

## **TIME COMMITMENT, ACADEMIC CREDIT & LOCATION:**

Each associate will have a different experience based on his or her interests and goals. However, potential associates should note that a time commitment of 10-15 hours per week is expected regardless of whether or not the internship is taken for credit. These times vary depending on the different natures of each specialization and 2<sup>nd</sup> Story performance schedules, but keep in mind that we value people who are generous with their time and energy--we are a volunteer-powered company whose members are, too!

The associate's commitment to the organization generally lasts about four to six months, but can be longer or shorter if mutually agreed upon by 2nd Story leadership and the associate. College credit can be arranged for those who are interested. The office is located at 4043 N. Ravenswood Ave., Suite #224, right off the Irving Park Brown Line stop or the #80 Irving Park bus.

**To apply, please review the description of your preferred track(s) and complete the internship application available on the 2<sup>nd</sup> Story website, and **send all application materials to [internships@2ndstory.com](mailto:internships@2ndstory.com)**. Upon receiving a completed application, we will schedule an interview if we think you could be a good match for the organization.**