

Nonprofit Arts Administration Internship

Paid Internship

Part time (10 hours per week)



HCL Mission

High Concept Labs (HCL) strengthens the creative sector by providing accessible residency programs for artists across disciplines interested in experimentation, discovery, exchange, and risk. Through these residencies, HCL meets artists where they are while promoting visibility for the creative process and advocating for critical investment across every stage in the development of new work.

Internship Responsibilities

This internship at High Concept Labs (HCL) brings students into many aspects of a non-profit arts organization. Through supporting the daily operations of a small nonprofit organization, this position will hone skills related to grant writing, website development, and project management.

This position will work with various staff throughout their internship and will report to the Artistic Director.

Organizational management and operations:

- Assist with the collection and organization of event attendance and other statistics
- Research grants and potential funding opportunities
- Other projects based on intern interests and organizational needs

Communications & Marketing:

- Contribute to the improvement and expansion of the HCL website through:
 - Developing artist profiles on the HCL website for HCL alumni; and
- Capturing and editing high-quality still photographs for use on the HCL website.

Documentation:

- Capture and edit high-quality still photographs and digital videos that document the creative practice of artists in residence at HCL.
- As needed, coordinate with program partners and external photographers and videographers to document events and studio sessions
- Organize and maintain all documentation-related files, including a database of titles, dates, captions, and credits

Preferred Skills & Qualifications

- Interest in interdisciplinary time-based art including performance, dance, sound, & video.
- Experience with digital SLR cameras and photo editing software to create still documentation of time-based artistic activities (required).
- Experience using video editing software to create video documentation (required).
- Comfortable with technology platforms like Google Suite & Squarespace

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- Outgoing demeanor and strong communication skills
- Reliable and self-driven
- Organized and able to meet deadlines
- Priority is given to students in their final year of school

Internship Schedule & Location

This position requires both remote and in-person work and interns should be prepared to regularly work on site and at various evening and weekend events. Exact schedules will be determined in collaboration with the Artistic Director. Interns may meet at HCL's primary rehearsal and presentation spaces: the HCL Lab at Mana Contemporary in Pilsen (2233 S Throop) and our partner, Experimental Station in Woodlawn (6100 S Blackstone) as well as the HCL office located downtown in the Harris Theater at 205 E. Randolph St.

Compensation & Benefits

Compensation of up to \$15/hour for college interns is made possible through the Federal Work-Study program, and is therefore contingent upon the school and student's participation and eligibility in this program.

To Apply

Submit a cover letter, resume, and work samples to aquil@highconceptlabs.org. Work samples should include 3-5 images or short videos that demonstrate your photography, and/or videography skills, and may be sent as attachments or URL links. Application review begins Monday, May 20, 2024 with internships beginning June 17, 2024.

For questions, please contact Artistic Director, Aquil Charlton, at aquil@highconceptlabs.org.

We are committed to providing a diverse, equitable, accessible, and inclusive workplace. High Concept Labs does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.