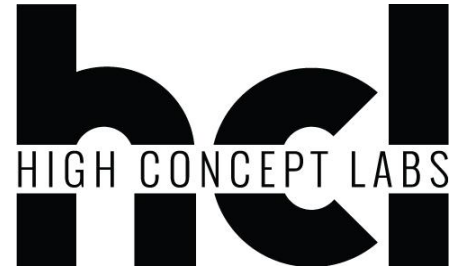


# HCL Teen Arts Management Internship

Part-Time, Summer (Ages 16-19)

14 hours per week

\$15 per hour



## 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

HCL Teen Arts Management Interns will work collaboratively on artistic and administrative tasks in support of personal growth, team building, and the development of professional skills in arts management and event production through assisting with artists' events and portfolio documentation. Each Arts Management Intern will be responsible for assisting HCL staff in assessing and supporting the documentation and event production needs for a portfolio of two to three HCL Fellow Artists in Residence. By the end of the term, each intern will have their own portfolio of artist documentation and event production materials that demonstrates their individual professional and creative growth.

### Responsibilities include:

- Create a portfolio documenting the work of a group of HCL artists
- Schedule studio observations with artists in their portfolio
- Support in-house studio management
- Assist with the planning and production of HCL and artist-led events
- Participate in routine staff meetings and other supervision meetings
- Design and present portfolio to staff and artists
- Participate in training workshops with event production professionals
- Occasionally shadow these professionals at HCL events

## Internship Schedule & Location

Interns will 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). CTA passes will be provided for the internship term with rideshare rides provided for any evening or offsite events. Exact schedules will be determined in collaboration with supervisors.

## Compensation & Benefits

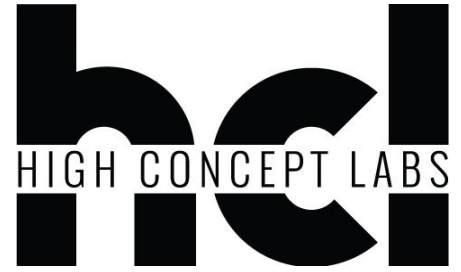
HCL will compensate interns at \$15/hour for up to 14 hours per week, and cover transportation costs. Snacks and food will be provided at meetings, workshops, events, and presentations. HCL gives particular attention to accessibility and will attend to any related needs for interns.

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Other benefits to interns include:

- A portfolio that documents their growth in arts management and the advancement of other professional and creative skills;
- Direct mentorship and structured guidance from HCL Co-Directors with additional support from other HCL staff, partner institutions, vendors, and resident artists;
- Professional development workshops tailored to interns' responsibilities and interests led by professionals in our network;
- Opportunities to shadow creative professionals at HCL events;
- Introductions to a wide range of artists, administrators, venues, vendors, and events within the Chicago arts community; and
- Work-in-progress presentation for feedback from staff and final presentation with artists and other guests as a culminating activity.

## Supervising Staff

Interns will be supervised and mentored by HCL Co-Directors, Aquil Charlton (Artistic Director) and Angee Lennard (Managing Director) with additional support and mentorship from Veronica Anne Salinas, Marketing Manager, and Mallory Yanhan Qiu, Curatorial Assistant. Aquil has over 20 years experience in leading youth development organizations and community-based initiatives, and working with youth and in communities independently and as a teaching artist with CPS, Urban Gateways, After School Matters, and others. Angee brings 15+ years of youth education and youth internship program experience through Marwen, CAPE, and Spudnik Press Cooperative.

## To Apply:

Complete [the online application form](#), which requests contact information, questions about your interest in the position, and work samples or a short introductory video. Application review begins Monday, May 20, 2024. Finalists will be invited to interview virtually or in-person with HCL Co-Directors. **Applicants will be notified on June 3 with internships beginning June 17, 2024.**

**For questions, please contact Artistic Director, Aquil Charlton, at [aquil@highconceptlabs.org](mailto: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.*