



Internship Program
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Internship Opportunities – May 9, 2025

In order to be considered for any of these positions, you must first apply to Oakton’s Internship program. For instructions on how to apply, please visit us online at www.oakton.edu/internships

These are abbreviated internship descriptions. For more details about the listed internship opportunities, contact the Work-based Learning Navigators at internships@oakton.edu or 847.376.7165.

Internships are listed alphabetically by the following Program of Study Category (related Oakton Area of Interest in parenthesis):

- [Accounting and Finance \(Public and Professional Business Services\)](#)
- [Automotive \(Manufacturing, Facilities, and Automotive\)](#)
- [Business, Human Resources, and Sales \(Public and Professional Business Services\)](#)
- Communications and Journalism (*Humanities and Languages*)
- [Education \(Social and Behavioral Science and Education\)](#)
- [Engineering \(Science, Technology, Engineering, and Math\)](#)
- [Environmental Studies \(Humanities and Languages\)](#)
- [Graphic Design, Photography, and Videography \(Fine, Performing, and Applied Arts\)](#)
- [Health Careers: Cannabis, Medical Billing, Pharmacy Technician, Physical Education, etc. \(Health Careers and Nursing - Please note that Oakton does not currently offer internships in BNAT, Nursing, and PTA\)](#)
- HVAC (*Manufacturing, Facilities, and Automotive*)
- [Information Technology and Computer Science \(Computer and Information Technology\)](#)
- Law Enforcement, EMT, Paramedic, & Fire Science (*Public and Professional Business Services*)
- [Manufacturing & Computer Aided Drafting \(Manufacturing, Facilities, and Automotive\)](#)
- [Marketing and Public Relations \(Public and Professional Business Services\)](#)
- Paralegal Studies (*Public and Professional Business Services*)
- [Political Science and Government \(Social and Behavioral Science and Education\)](#)
- Science and Nanotechnology (*Science, Technology, Engineering, and Math*)
- [Social Science, Human Services, & Non-profit \(Social and Behavioral Science and Education\)](#)
- Theatre (*Fine, Performing, and Applied Arts*)

Accounting and Finance

Public and Professional Business Services

No current listings at this time. But, we frequently have these type posted with us. Also, we can help you learn how to best search for an internship.

Automotive

Manufacturing, Facilities, and Automotive

No current listings at this time. But we can help you learn how to best search for an internship.

Business, Human Resources, and Sales

Public and Professional Business Services

(NEW!) Administrative Assistant – SOP Documentation: (Semler Industries, INC.)

Location: 3800 N Carnation St, Franklin Park, IL 60131

Pay: \$18 - \$23/hr. based on experience

Hours per week & shifts: Flexible hours, 2-3 Days per week

Description: Collaborating with department managers and team members to understand current operational processes. Observing and gathering workflows to develop accurate and comprehensive SOPs. Formatting and standardizing documentation in line with the Company templates.

Requirements: Proven experience in administrative or documentation-focused role. Proficiency in Microsoft Office Suite, document management tools, and process mapping tools. Experience with SOP creation or business process documentation. Strong written and verbal communication skills. Reliable transportation and availability to work required schedule.

Fields of Study: Business

Posted: 4/11/2025

Product Management Intern: (Trim-Tex)

Location: 3700 W Pratt Ave, Lincolnwood, IL 60712

Pay: \$20/hr.

Hours per week & Shifts: Flexible

Description: Assist in monitoring and analyzing product performance data. Prepare test reports and presentations to present to internal teams to communicate findings and product improvement recommendations.

Requirements: Currently pursuing a degree in Business, Engineering, or a related field. Interest in business strategy and user experience. Strong problem solving and critical thinking skills. Strong organizational skills and attention to detail. Ability to work independently and in a team-oriented environment. Knowledge of Microsoft Office Suite (Excel, PowerPoint, Word)

Fields of Study: Business Management

Posted: 3/31/2025 **Preferred Start Date:** May 1

Construction Management: (YAD Construction LLC)

Location: 101 N Marion St. Ste 203, Oak Park, IL

Pay: \$22/hr.

Hours per week & shifts: Flexible, 20 – 25 hours per week

Description: 1. Bid Preparation & Estimation Support - Assist in gathering and analyzing project specifications, blueprints, and other bid documents. - Conduct quantity take-offs and cost estimates for materials, labor, and equipment. - Use estimating tools to create cost projections. - Research vendor and subcontractor pricing to ensure competitive bids. 2. Contract Review & Documentation - Review and summarize contract terms, conditions, and requirements for compliance. - Assist in drafting subcontractor agreements, purchase orders, and bid proposals. - Maintain a database of contract templates, amendments, and addendums. 3. Subcontractor & Vendor Coordination - Reach out to subcontractors and suppliers for quotes and qualifications. - Compare bids and assist in the selection process based on cost, scope, and experience. - Help track bid submissions and follow up on pending proposals. 4. Pre-Bid & Post-Bid Activities - Attend pre-bid meetings, take notes, and gather relevant information. - Assist in preparing Requests for Information (RFIs) and clarifications. - Help track bid deadlines and ensure timely submissions. - Compile and organize bid results for internal review. 5. Budgeting & Cost Analysis - Assist in preparing preliminary budgets for upcoming projects. - Analyze past bid performance and compare estimated vs. actual project costs. - Identify cost-saving opportunities through alternative materials or value engineering. 6. Compliance & Risk Management - Ensure all bid submissions meet legal and regulatory requirements. - Help track licensing, insurance, and bonding requirements for contractors. - Support in identifying potential risks in contracts and proposals.

Requirements: Leadership Ability, Ability to work independently, Reliability. General knowledge of construction preferred

Fields of Study: Business Management

Posted: 3/31/2025 **Preferred Start Date:** April 1

Inside Sales Associate: (Chicago Glue & Machine)

Location: Itasca, IL

Pay: \$18.00 - \$22.00 per hour

Hours per week & shifts: Flexible hours Monday through Friday 8:00 am to 5:00 pm. Availability in the mornings, evenings, and weekends as needed occasionally

Description: Drive repeatable and profitable sales expansion with a focus on acquiring new and engaging existing customers. Managing inbound inquiries, qualifying opportunities, sampling, quoting, and updating CRM. Manage pipeline in CRM. Build and maintain a working knowledge of CGM capabilities, adhesive applications, equipment and adhesive industry. Participate in training/coaching opportunities. Act as a member of the Chicago Glue & Machine Sales team by working to develop and implement sales and marketing strategies that help us continually improve. Work with targeted accounts on new applications, product approval, testing, and business plans.

Requirements: Coursework in technical/mechanical or marketing field (or equivalent experience).

1-2 years sales experience, directly managing and supporting accounts and multiple technical product lines. Demonstrated experiences and sales results in sales, prospecting, and new business development. Proven experience & ability to work independently as well as in a team environment. Must be able to pass background check and drug screen. Valid Driver's License and car insurance with reliable car. Occasional Travel not expected to exceed 20%.

Fields of Study: Business, Finance

Posted: 1/15/2025 **Preferred Start Date:** As soon as possible

Communications and Journalism

Humanities and Languages

(NEW!) Communications and Graphic Design Intern: (Northfield Township)

Location: Northfield Township Government Office, 2550 Waukegan Road, Suite 210, Glenview, IL 60025

Pay: \$18/hr.

Hours per week & shifts: Temporary, 13 weeks (starts: May 12 – ends: August 8). 20 hours/week (during the hours of Monday-Friday: 08:30-4:30 pm); some evenings & weekends required

Description: Writing and updating comprehensive communications copy designed to communicate information on Township services including promotional materials, social media posts, website content, etc. Draft collateral materials for communication campaigns in support of the Communications & Community Outreach Coordinator. Assist in planning Township-wide special events and programs in coordination with the Communications & Community Outreach Coordinator. Provide on-site event support as requested. Capture and edit photos from Township events, programs and services. Assist Communications & Community Outreach Coordinator in updating Township & Food Pantry collateral materials such as flyers, web pages, department signage, etc. Conduct in-depth research on a wide variety of topics at the Township's request—including local homeowners' associations, Township history, and pending legislation—demonstrating strong analytical skills and the ability to distill complex information into clear, actionable insights.

Requirements: Qualified applicants should be independent and communications-savvy. They should also have strong writing skills. Previous communications and/or design experience strongly preferred. Candidates must be able to pass a criminal background check.

Fields of Study: Communications, Graphic Design

Posted: 5/2/2025

Education

Social and Behavioral Science and Education

No current listings at this time. But we can help you learn how to best search for an internship.

Engineering

Science, Technology, Engineering and Math

(New!) Summer or Fall Automation Maintenance Technician Intern: (Symbotic)

Please see full description under Manufacturing

Graphic Design, Photography and Videography

Fine, Performing and Applied Arts

No current listings at this time. But we can help you learn how to best search for an internship.

Marketing Intern: (S2S Therapy, LLC)

Fields of study: Marketing and/or Graphic Design

Please see full description under Marketing.

Health Careers:

Cannabis, Medical Billing, Pharmacy Tech, Physical Education, etc.

We can help you navigate finding an internship in cannabis, medical billing, pharmacy tech, and physical education, but this Internship Program is not allowed to nor is setup to offer internships in the following programs of study: BNAT, CNA, Nursing, Dental, and Physical Therapist Assistant. But, these programs of study do offer clinicals in the curriculum to provide work-based learning opportunities.

Medical Billing and Claims Specialist: (Premier Healthcare Services)

Location: Des Plaines, IL 60018

Pay: \$18.00 - \$20.00 per hour

Hours per week & shifts: 20 – 30 hours per week, flexible schedule available

Description: Managing medical billing and claims processing, ensuring accurate and timely submission of claims to insurance companies, attorneys, and resolving any issues related to claims or payments.

Requirements: Strong attention to detail and accuracy in data entry and claims processing. Excellent communication skills to interact with patients, insurance companies, and healthcare providers. Proficiency in Microsoft Office Suite (Excel, Word, Outlook). Ability to work independently and as part of a team in a fast-paced environment.

Fields of Study: Medical Billing Certificate, Health Sciences, Health Services Administration, Business

Posted: 1/16/2025. **Preferred Start Date:** As soon as possible

Cannabis Post-Processing Agent Internship: (Bedford Grow LLC)

Location: Bedford Park, IL 60638

Pay: \$16.00 - \$16.50 per hour

Hours per week & shifts: Flexible, ideally 20 hours per week. Shifts must take place during hours of operation: Monday through Friday, 6 a.m. to 11 p.m. M – F. 8 - 16 weeks long, no preference.

Description: Internship will include dealing with a multitude of product/plant processing tasks after the growing cycle. Trimming, harvesting, dry/cure tasks, cleaning, packaging, pruning, and additional tasks required in production. Bedford Grow has served as a launchpad for cannabis careers for nearly a decade, potentially leading to full-time opportunities.

Requirements: Must be at least 21 years old and pass background check. Reliable transportation.

Fields of Study: Cannabis Studies, Manufacturing, Agriculture

Posted: 12/5/2024. **Preferred Start Date:** 2025

Autism Support Professional: (North Shore Pediatric Therapy)

Location: Hiring at multiple locations: Arlington Heights, Chicago (in Bucktown), Deerfield, Des Plaines, Evanston, Glenview, Lincolnwood, Lake Bluff, Naperville, and Vernon Hills

Pay: \$16.00 - \$19.00 per hour

Hours per week & shifts: 12 to 20 hours per week. Will work with schedule. Hours need to be during Monday – Friday, 3pm – 8pm and/or all-day Saturdays.

Flexible length of internship, typically 12 to 16 weeks. If good fit, at the completion of the internship, the clinic will likely offer permanent position to intern.

Description: Gain invaluable hands-on experience working 1 on 1 with children on the autism spectrum. Learn and apply principles of behavior analysis and behavior therapy to make a real difference. Enjoy

the unique opportunity to shadow our interdisciplinary therapy teams, including specialists in Applied Behavior Analysis (ABA), Neuropsychology, Occupational Therapy, Physical Therapy, and Speech-Language Pathology for at least 30 minutes a week. This offers a rounded view of pediatric therapy approaches and treatments. Our comprehensive 12-week program is aimed at providing a deep insight into autism therapy and can be extended, opening the door for continued learning and experience.

Requirements: Looking for individuals eager to learn new technologies and therapy techniques to better assist the children in our care. Looking for a student wanting to explore a career in assisting children on the autism spectrum and who has personality, drive, enthusiasm, and reliability.

Fields of Study: Psychology, Social Work

Posted: Continually Accepting Applications

HVAC

Manufacturing, Facilities and Automotive

No current listings at this time. But we can help you learn how to best search for an internship.

Information Technology and Computer Science

Computer and Information Technology.

Data Specialist: Intense Oud

Location: 5875 N Lincoln Ave, Chicago, IL 60659

Pay: \$15.00 per hour

Hours per week & shifts: Flexible shifts, 20 – 30 hours per week

Description: Managing, organizing, and analyzing data to support the company's operations and decision-making processes. Collect, organize, and input data into company systems with a high level of accuracy. Maintain and update databases, ensuring data integrity and consistency. Perform data analysis to identify trends, patterns, and anomalies. Generate reports and dashboards to support business operations and decision-making. Collaborate with other teams to understand their data needs and provide solutions. Troubleshoot and resolve data-related issues. Adhere to data privacy and security standards while handling sensitive information.

Requirements: Strong attention to detail, excellent problem-solving skills, and experience working with data systems and tools.

Fields of Study: Information Technology

Posted: 1/27/25

Law Enforcement, EMT, Paramedic and Fire Sciences

Public and Professional Business Services

No current listings at this time. But we can help you learn how to best search for an internship.

Manufacturing and Computer Aided Drafting

Manufacturing, Facilities and Automotive

(New!) Summer or Fall Automation Maintenance Technician Intern (Symbotic)

Location: Warehouse in Melrose Park, IL

Pay: \$20 per hour

Hours per week & shifts: 20 hours per week ideal, but can be less or more if student wants. Days, start and end times flexible. Warehouse open 24/7. 16 weeks ideal.

Description: Repair and calibrate automated and robotic systems at warehouse (i.e., Automated Adapters, Vertical Lifts, and Symbotic's fleet of automated robotic vehicles). Become system expert of Symbotic's automation, including all mechanical, PLC, electrical or electronic subsystems.

Requirements: Students **must** have personal experience working with hand tools and display interest in mechanical and electrical work, such as an ability to take machines apart, problem-solve and test, and repair things like their car, home appliances, and/or robots. Must demonstrate strong communication skills, be able to change course based on immediate business needs, show a sense of responsibility, and demonstrate problem-solving abilities. Preference will be given to students who would be interested and available for full-time hire afterwards if good fit.

Please note: This is a hands-on, mechanical and electrical job, NOT a robotic programming desk job.

Fields of Study: No specific field of study required.

Posted: March 14, 2025

Marketing and Public Relations

(NEW!) Insurance and Business Operations Intern: (The Insurance Pros, LLC)

Please see full details under the Business section

(NEW!) Communications Intern: (Hagerty Consulting, LLC)

Location: Evanston, IL

Pay: \$16 - \$20 per hour

Hours per week & shifts: 20 to 25 hours per week from late May to Mid-Late August of 2025

Description: Support the development of written materials for internal and external communications activities. Assist with the development of various bi-weekly marketing newsletters, social media content, and other professional communications content. Interact with the Marketing, Communications, and External Affairs (MCEA) team leadership and various business divisions within the company as needed. Develop high-quality written products in accordance with the firm's professional and technical standards. Support the Marketing and Communications team with administrative tasks. Other duties as assigned.

Requirements: Possess excellent verbal and written communication skills. 1+ year(s) of experience in Communications, Marketing, Business, Emergency Management, or related field. Previous internship and/or academic experience counts towards this requirement. Think creatively and be a team player. Have some experience developing, editing, and/ or proofreading written content. Demonstrate time management and organizational skills, including the ability and willingness to work on multiple projects simultaneously.

Fields of Study: Marketing, Communications, Business

Posted: 5/9/2025

Marketing Intern: (S2S Therapy, LLC)

Location: Remote

Pay: Unpaid

Hours per week & shifts: Flexible

Description: Design and develop a professional logo that reflects S2S Therapy's mission and values. Create and launch a user-friendly and engaging website. Collaborate with the founder to ensure that the website content accurately represents our services. Conduct market research to identify trends and best practices in healthcare and therapy marketing. Develop and implement strategies to drive traffic to the website. Assist with the creation of marketing materials, such as brochures, flyers, and social media content

Requirements: Strong understanding of graphic design principles and website development. Proficiency in design software and online logo maker tools. Excellent written and verbal communication skills. Creative thinker with an eye for detail. Ability to work independently and as part of a team. Passion for making a difference in the healthcare and mental health fields

Fields of Study: Marketing and/or Graphic Design

Posted: 3/14/2025

Digital Ads Specialist: (Intense Oud)

Location: 5875 N Lincoln Ave, Chicago, IL 60659

Pay: \$15.00 per hour

Hours per week & shifts: Flexible shifts, 20 – 30 hours per week

Description: Planning, executing, and optimizing paid advertising campaigns across multiple platforms to drive traffic, generate leads, and increase sales. Develop, manage, and optimize paid ad campaigns on platforms such as Google Ads, Facebook Ads, Instagram, TikTok, and others. Conduct keyword research and audience targeting to improve campaign performance. Monitor and analyze campaign performance metrics (CTR, CPC, ROAS, etc.) and provide actionable insights. Create compelling ad copy, visuals, and landing pages in collaboration with the marketing team. Perform A/B testing to refine strategies and improve conversion rates. Manage budgets, track spending, and ensure campaigns stay within budget. Stay up-to-date on industry trends, platform updates, and emerging digital advertising strategies.

Requirements: Data-driven, creative, and somewhat experienced in digital advertising.

Fields of Study: Business, Marketing

Posted: 1/27/2025

Marketing Assistant: (Intense Oud)

Location: 5875 N Lincoln Ave, Chicago, IL 60659

Pay: \$15.00 per hour

Hours per week & shifts: Flexible shifts, 20 – 30 hours per week

Description: Support the execution of marketing campaigns, content creation, and brand promotion. Assist in creating and scheduling content for social media platforms (Instagram, Facebook, LinkedIn, etc.). Monitor and report on social media engagement, trends, and analytics. Conduct market research and competitor analysis to identify trends and opportunities. Help design marketing materials, including brochures, flyers, and email campaigns. Coordinate and assist with event planning, promotions, and logistics. Maintain and update the customer database and email marketing lists. Collaborate with team members to brainstorm and implement creative campaigns. Support administrative tasks related to marketing projects.

Requirements: Enthusiastic and detail-oriented.

Fields of Study: Business, Marketing

Posted: 1/27/2025

Marketing Intern: (Axiz Group)

Location: Lincolnwood, IL 60712

Pay: \$15.00 per hour

Hours per week & shifts: Afternoons between 1pm – 5pm preferred. 15 to 20 hours per week for 16 to 24 weeks.

Description: In this role, you will play a critical part in expanding our client base by conducting market research, analyzing industries, identifying potential clients, and reporting your findings. Your efforts will directly contribute to developing creative and effective marketing solutions for businesses worldwide.

Requirements: Strong analytical skills and attention to detail. Excellent written and verbal communication skills. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and CRM tools. Ability to manage multiple tasks and meet deadlines in a fast-paced environment.

Fields of Study: Business, Marketing

Posted: 1/2/2025 **Preferred Start Date:** ASAP

Social Media Marketing micro internship (Nicole Thomas Photography Studio)

Location: Glenview, IL

Pay: This is an unpaid, short-term, project-based internship. If student is reliable and meets agreed upon project deadlines and professional social media posts, the studio may want offer paid contract work to student after the project-based internship ends.

Hours per week & shifts& length: Days and Hours will be discussed and agreed upon if offered position. Shifts must take place M-F between 9 a.m. to 5pm in-person at the studio.

Description: This opportunity is quite unique because the owner would like to discuss the student's ideas and project details, drawing from student's course projects and other social media experiences, if applicable.

Requirements: Must have already completed Social Media Marketing course

Preferred skills: Attention to Detail, time management and demonstrated ability to complete projects before deadlines.

Fields of Study: Marketing or Graphic Design.

Posted: 1/14/25 **Preferred Start Date:** March, but flexible.

Museum Studies

Fine, Performing and Applied Arts

No current listings at this time. But we can help you learn how to best search for an internship.

Paralegal Studies

Public and Professional Business Services

No current listings at this time. But we can help you learn how to best search for an internship.

Political Science and Government

Social and Behavioral Science and Education

Opportunity for students interested in the Public Sector: The Conference on Asian and Pacific American Leadership (CAPAL)

Location: Washington D.C. area or throughout the U.S.

Pay: Paid and Unpaid Positions

Hours per week & Shifts: TBD. Spring 2025, Summer 2025, and Fall 2025.

Description: The Conference on Asian and Pacific American Leadership (CAPAL) is now accepting applications for their 2025 Public Service Internship and Scholarship Program. This paid program includes a Washington Leadership Program, Community Action Projects, and professional development.

Requirements: Qualified applicants should have a strong academic record and a demonstrated commitment to public service, including service to the Asian American, Native Hawaiian, and Pacific Islander (AANHPI) community. All current students and all majors are welcome to apply.

Fields of Study: All Majors Including Government, Public Service

Applications will be reviewed on a rolling basis with soft deadlines for each term

Applicants can apply at: <https://www.capal.org/site/scholarship-internship-program/>

Any questions can be sent to for hannah.park@capal.org

Application Deadlines:

- Fall 2025: Friday, July 25, 2025 | 11:59 pm ET

Posted: 11/6/2024

Science and Nanotechnology

Science, Technology, Engineering and Math

No current listings at this time. But we can help you learn how to best search for an internship

Social Science, Human Services and Non-Profit

Social and Behavioral Science and Education

(NEW!) Intake Line Intern: (WINGS Program Inc.)

Location: Palatine, IL 60095

Pay: Unpaid

Hours per week & shifts: 12 hours per week, Flexible shifts between 9am – 8pm Monday - Saturday

Description: Learn the Intake process for all Community Based Services including Housing, Counseling and Mentoring Programs by conducting phone intakes, screening for eligibility and participation in staffing intakes. Provide emotional support to Intake Line callers.

Requirements: Enthusiasm, Leadership Ability/Ability to work independently, Reliability

Fields of Study: Human Services, Social Services, Psychology, Criminology

Posted: 4/11/2025 **Preferred Start Date:** 5/14/2025

(NEW!) Children's Summer Camp Intern: (WINGS Program Inc.)

Location: Palatine, IL 60095

Pay: Unpaid

Hours per week and Shifts: 12 hours per week, 12pm – 4pm M/W/F

Description: This internship takes place in one of two Safe Houses (emergency domestic violence shelters)- in Chicago or in suburbs. Students have the opportunity to work with the children residing in the shelter. Student will develop and coordinate fun activities for children (ages 4 and up) while they are at the shelter during the summer months.

Requirements: Maturity/Professionalism, Leadership Ability/Ability to work independently

Fields of Study: Human Services, Social Services, Psychology, Criminology

Posted: 4/11/2025 **Preferred Start Date:** 5/14/2025

Autism Support Professional: (North Shore Pediatric Therapy)

Please click on the link above to see full post, located under the Health Careers section.

(NEW!) Digital Archive Student Ambassador Program: (The History Makers)

Location: Remote

Pay: \$15/hr. of documented work

Hours per week and shifts: Flexible. 10 hours per week from June 2025 through April 2026 (no meetings during holidays)

Description: Help increase awareness of The HistoryMakers, a 501(c)(3) non-profit organization and the nation's largest African American video oral history archive (www.thehistorymakers.org), across your college or university. Effectively take others inside the lives of black people, to further cultural understanding on your campus, and to spread the word about a unique digital archive housed permanently at the Library of Congress.

Requirements: 1. Be a current sophomore, junior, senior, or graduate student and able to commit to 10 hours per week from June 2025 through April 2026 (no meetings during holidays). You will be expected to document your hours, submit weekly progress reports, and participate in required weekly Zoom calls. 2. Spend at least five hours per week doing in-depth exploration of The HistoryMakers Digital Archive. 3. Write bi-weekly blog posts based on research using The HistoryMakers Digital Archive. 4. Develop in-person and video/Zoom presentations and programs to show faculty, students, and others how to use The HistoryMakers Digital Archive; 5. Adhere to the Student Ambassador Code of Ethice. Applicants must be available during the week of July 13 – 18, 2025 to participate in *The HistoryMakers Digital Archive* Innovation and Pedagogy Conference and Summer Education Institute

Fields of Study: History, Communications, Media, Civic Engagement, Law

Applicants can apply at: <https://forms.gle/HVv4NAzN2i6pqd8o9>

Application Deadlines: Applications are due no later than Friday, May 9, 2025. Decisions will be announced during the week of May 19, 2025

Posted: 4/18/2025

Theatre

Fine, Performing, and Applied Arts

Studio Intern: Arts of Life

Location: 1963 Johns Drive, Glenview IL

Pay: Unpaid (Arts of Life is a nonprofit)

Hours per week & shifts: Around 10 hours per week between 9am – 3pm, Monday - Friday

Description: For 25 years, Arts of Life has been advancing the creative arts community by providing artists with intellectual and developmental disabilities a collective space to expand their practice and strengthen their leadership. The studio intern will directly supervise and collaborate with assigned artists, including, but not limited to the following: helping artists to implement their goals, assisting artists with taking out and putting away supplies for their projects, providing technical assistance related to their projects, and assisting studio staff with transportation. Assist staff and artists in maintaining the studio and the art, including, but not limited to: brush care, studio upkeep and repair, and cleanup. Complete documentation related to happenings in the studio. You may also be asked to assist in stretching canvas and matting, framing, and hanging work. Over the course of the internship, interns will be asked to plan and facilitate a personal project related to the arts or another community initiative.

Requirements: Personality, Drive, Enthusiasm, Leadership ability, Ability to work independently, Reliability

Fields of Study: Fine Arts, Psychology, Education, Social Work

Posted: 3/14/2025