Internship: IOP Speaker Series – Content Intern
Location: Chicago, IL

IOP Speaker Series – Content Intern

Founded in 2013 by David Axelrod, the Institute of Politics, a non-partisan, extracurricular organization at the University of Chicago, aims to inspire and cultivate the next generation of political and public service leaders. Four core programs form the heart of the Institute: civic engagement opportunities that enable students to experience politics-in-action through political exploration trips, leadership training, service programs and voter engagement projects; visiting fellowships where distinguished political officials, policymakers, journalists, diplomats and others are in residence on campus during an academic quarter; political and public service internships that provide students with paid, substantive career development opportunities; and a continuous series of public events featuring leading political figures sharing their insights on key issues of the day.

The IOP House Intern program offers students the opportunity to work closely with IOP staff to facilitate operations and programming, playing a central role in supporting the IOP’s many activities and initiatives. Interns gain valuable knowledge and skills in public and social service as well as in specific program areas. IOP House Internships are available to undergraduate and graduate students, are paid, and are eligible for workstudy.

The Speaker Series (Content) intern will undergo 10 hours of training during spring quarter of 2018, as the incoming intern will be trained and onboarded by the current (outgoing) intern. The internship will then begin in a full-time capacity in the fall of 2018 and continue through the end of spring quarter (June 2019).

The Speaker Series (Content) Intern will play a key role in supporting the Speaker Series team in developing programs that exemplify the mission and vision of the IOP. This intern will report to the associate producer of the Speaker Series.

Hours: 10-15 hours/week
Compensation: $13/hour

Duties include (and are not limited to):

- Researching potential topics and guests for IOP Speaker Series
- Creating event briefs for Speaker Series events
- Writing introductory remarks for IOP Speaker Series events
- Pitching and conceptualizing IOP Speaker Series events
- Providing logistical support for Speakers Series production team
- Serving as front desk receptionist during IOP business hours

Qualifications:

- Interest in politics and public service
- Strong research abilities and resourcefulness
- Excellent writing and verbal communication skills
- Excellent data analysis skills
- Strong organizational skills
- Ability to work with minimal oversight; self-directed and motivated

To apply, please submit a resume and cover letter.