



VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

Cultural Services Arts Programming Intern - Unpaid

The Village of Schaumburg is a thriving community of 78,723 residents located 11 miles west of O'Hare International Airport and approximately 26 miles northwest of Chicago. Not only is Schaumburg the twelfth-largest community in the State of Illinois, but it is also home to the second-largest concentration of retail, office, and commercial activity. Notable village distinctions include being rated as an excellent or good place to live by 95% of respondents in the National Community Survey; having multiple highly awarded and accredited departments; and being recognized as a Better Business Town by The Better Business Bureau of Chicago and Northern Illinois.

The village employs approximately 600 employees in 12 departments, including police, fire, engineering and public works, communications, community development, cultural services, economic development, finance, general government, human resources, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be.

Internship Goals:

- Provide a learning opportunity in the administration of performing arts programs for young people.
- Provide insight into working in the public sector.

Internship Schedule:

- Flexible schedule, Sunday through Thursday afternoons and evenings.
- Willing to coordinate with school for class credit.

Essential Internship Functions:

- Gain an understanding of the administrative structure of arts agencies.
- Learn elements of the classical music repertoire for various age groups.
- Assist program staff on rehearsal and performance days.
- Communicate schedules and policies with participants and parents.

Requirements:

- Interest in pursuing a career in the arts.
- Strong communication and interpersonal skills both written and in person.
- Minimum 18 years of age.
- Criminal background checks must be completed with satisfactory results.

If you are interested in submitting an application for this unpaid Cultural Services Internship position, please click on [Volunteer Application](#) or go to our website under How Do I > Volunteer.