

Cuentos Foundation Internship Program

The Cuentos Foundation is a non-profit arts and community activist organization based in the Rogers Park neighborhood of Chicago. Currently, we are looking for responsible and highly motivated individuals committed to helping Cuentos achieve its mission of promoting diversity through the arts and cross-cultural exchange. At the present time, we are looking for interns in the following areas:

1. **Development/Fundraising:** Work on grant writing and related tasks.
2. **Special Event Planning:** Assist in the planning and coordination of upcoming Cuentos events.
3. **Public Relations:** Work on writing press releases and generating media coverage on Cuentos events and projects.
4. **Web Development:** Work on updating and further developing the Cuentos website.
5. **Artist Residency Program Coordinator:** Work on publicizing and soliciting applications for the Cuentos Artist Residency Program.
6. **Administrative:** Work with Artistic Director Michele Feder-Nadoff performing administrative support.
7. **Book Publicist and Distribution:** Work on marketing, distribution, and events to promote and sell Cuentos' newly published book.

Cuentos internships generally last between 6 and 12 months and are comprised of two parts:

1. **Foundational Support:** Interns are asked to commit at least five hours a week to providing support to the Foundation in one of the areas listed above.
2. **An Individually Directed Project*:** Part of Cuentos' mission is to empower and facilitate individuals to achieve their goals. With this in mind, the second portion of an internship is an individually designed project proposed by the applicant. Cuentos encourages undertakings with a range of orientations—from academic to the arts to community activism, in keeping with our interdisciplinary traditions. Past Cuentos internship projects include ethnographic studies on cross-cultural communication, theater performances on immigrant experiences, and educational community outreach programs.

*This portion of the internship is not required, and therefore individuals wishing to fully devote themselves to providing Foundational Support are allowed to do so. However, instead of detailing a proposed individually-directed project, the application should describe in detail ideas about how you would provide support in the specific area of your internship.

Individuals wishing to apply for an internship should submit the following:

Resume or C.V., Internship Application, List of three references and their contact information, and any other supporting materials are optional.

Applications are reviewed and accepted on a rolling basis. Please expect a response within four weeks. Any questions about the internships or the applications should be directed to Artistic Director Michele Feder-Nadoff, cobremex@msn.com.