



VILLAGE OF SCHAUMBURG  
Human Resources Department  
101 Schaumburg Court  
Schaumburg, IL 60193  
[www.schaumburg.com](http://www.schaumburg.com)

## **CULTURAL SERVICES – Arts Programming INTERN - Unpaid**

The Village of Schaumburg employs approximately 600 employees in a variety of departments within the organization, such as police, fire, public works, engineering, finance, human resources, cultural services, community development, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be. Schaumburg is a thriving community of 75,936 residents located 12 miles west of O’Hare International Airport and approximately 26 miles northwest of the City of Chicago. The community is the base of the second largest concentration of retail, office and commercial activity in the state of Illinois and was recently named by Money Magazine as one of the Top 10 Best Places to Live!

### 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 check 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**

**THE VILLAGE OF SCHAUMBURG IS AN EQUAL OPPORTUNITY EMPLOYER**