American Council of Learned Societies
PUBLIC FELLOWS PROGRAM

Job Title: Program Manager
Organization: Chicago Humanities Festival
Location: Chicago, IL
Stipend: $65,000 with health insurance for fellow
Start Date: Mid-July 2013

ORGANIZATION DESCRIPTION

The Chicago Humanities Festival is the largest organization of its kind in the country. Now in its 23rd year, it creates opportunities for people of all ages to support, enjoy and explore the humanities. We fulfill this mission through our annual festivals, the fall Chicago Humanities Festival and the spring international performance festival, Stages, Sights & Sounds, and by presenting programs throughout the year and on our web site (www.chicagohumanities.org) that encourage the study and enjoyment of the humanities.

The most recent Chicago Humanities Festival took place from October 14 to November 11, 2012, and featured a total of 100 events with speakers including Dorothy Allison, George Chauncey, Ezekiel Emanuel, Adam Gopnik, Eric Klinenberg, Yo-Yo Ma, Tricia Rose, Rebecca Scott, Nate Silver, and Gwendolyn Wright, among many others.

The Chicago Humanities Festival is devoted to making the humanities a vital and vibrant ingredient of daily life. We believe that access to cultural, artistic and educational opportunities is a necessary element for a healthy and robust civic environment.

POSITION DESCRIPTION

The Chicago Humanities Festival (CHF) seeks a Program Manager with a passion for arts and ideas and the intellectual curiosity required to organize our manifold offerings in the public humanities. This centrally includes the fall festival, taking place across Chicago from mid-October to mid-November.

As a member of the programming team, the Program Manager will have extensive responsibilities. This includes event curation, the devising of marketing strategies, event logistics, and audience relations—all of them involving extensive teamwork across CHF’s various departments. Specifically, the Program Manager will take the lead on about 15 festival events. This will include: selection of speaker(s); choice of presentation format (lecture, panel, conversation, etc.); collaboration with production team on venue selection and configuration; collaboration with marketing team on event advertisement (including creation of blogs and other digital content); communication with and preparation of the speakers ahead of their program; overseeing travel logistics; collaboration with marketing team on event postproduction (posting of events on CHF’s website).

The Program Manager will report to the Director of Programming, but will work closely on select projects with CHF’s entire senior leadership, including the Artistic Director (who functions as chief curator and is charged with setting the overarching intellectual agenda for the CHF), the Executive

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You may not contact the host institution to inquire about this position.
Director (who oversees all financial and operational aspects of the organization), as well as the Directors of Development, Marketing, and Production. In the process, the Program Manager will gain experience in all aspects of CHF’s operation.

Specific responsibilities will include:

- working with the program team on the overall content for the fall festival, including research on a wide range of possible programs;
- taking the curatorial and administrative lead on select festival programs, including core planning and communications, live program, web content, and presenter logistics;
- developing ideas for and create high-quality content across the CHF’s platforms, including the organization’s websites (blogs, teacher’s guides, etc.);
- serving as editor for digital content by guest contributors to the CHF website (commissioning blogs, working with contributors on presentation styles, etc.); and
- contributing to the educational efforts of the organization, including outreach to high school teachers.

QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences
- A passion for public humanities
- Excellent computer skills and high comfort level with spreadsheets and digital data bases
- Excellent organizational and process management skills
- Strong written and verbal communication skills
- The ability to work both independently and on teams
- High level of motivation and strong desire to learn and collaborate
- Positive attitude

APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org),
- Application deadline: March 27, 2013

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