Internships at archi-treasures

Our Mission: archi-treasures is an arts-based community development organization reducing social isolation by creating grassroots partnerships to build public spaces, empowering individuals to shape their future and the future of their community.

Our History: archi-treasures was founded in 1996 by a young architect from Glasgow, Scotland, who perceived a need to include community residents in the massive development taking place in the City of Chicago. He recognized that, despite the many exciting improvements to the City’s landscape, vast tracts of vacant property remained, usually in poorer neighborhoods. To address this continuing challenge, he tapped an underutilized source—the talent and expertise that he saw in the architecture and artist communities. Some of the first archi-treasures projects engaged students in designing underutilized space: a vacant lot, school grounds, and a park. One of those projects, La Casita de Don Pedro, is today a revered space in Humboldt Park that provides a cultural focus for the Puerto Rican community. Since 1996, archi-treasures has: (1) Served 23 communities in Chicago, (2) Facilitated 74 design charette workshops, (3) Completed 78 community projects, (4) Hired over 161 artists and architects, (5) Employed over 660 low-income youth, (6) Deployed 1725 volunteers. Currently, 30% of all Chicagoans live within 1 mile of an archi-treasures project.

Where we work: archi-treasures prioritizes work with underserved populations and reaches communities in which many individuals have low and below median income levels. Communities served in 2011 include: Humboldt Park, Lakeview, Near West Side, South Chicago, and Woodlawn. archi-treasures works primarily with African American and Latino residents and a small percentage of our project participants have learning disabilities. Since archi-treasures projects are highly visible and public projects, our audiences tend to encompass whole communities, not only the youth and residents we service directly through our programs.

Archi-treasures has several individual internship opportunities.

Program Internship
Qualifications:
• In school for a degree in social work or a related field
• Ability to communicate clearly
• Basic computer skills
• Ability to write clearly
• Interest in working in various communities

Anticipated Tasks:
• Assist with the coordination of archi-treasures design/build youth summer and afterschool programs which can include: planning and scheduling of events and workshops, purchasing and delivering supplies and materials, communicating with project partners, as well as assist with the hiring, training and evaluation of temporary staff (youth and independent contractors)
• Develop team building and conflict resolution curriculum for use with design/build youth jobs programs
• Coordinate place making and community building
• Coordinate field trips and guest presentations for youth employees
• Develop program enhancement activities designed to introduce youth to relevant career opportunities.

**Administrative & Development Intern**

**Qualifications:**
- Advanced writing skills
- Ability to communicate clearly
- Basic computer skills
- Some experience with grant writing

**Anticipated Tasks:**
- Research private, government and corporate funding opportunities and assist in the preparation of grant proposals and funder reports
- Assist Executive Director in Board Development (governance, financial oversight, planning, board diversity, board recruitment, etc.)
- Create policy manuals and materials for programs
- Coordinate Fundraising Activities (annual *Jewels in July* Fundraiser and other misc. fundraising events, manage mailing list database, assist with annual appeal)
- Solicit donations and sponsorships
- Develop program brochures, orientation and marketing materials
- Develop policy manuals and forms for programs
- Develop evaluation tools and analyze data obtained from program evaluation

**Information Technology Internship**

**Qualifications:**
- Advanced computer skills
- Ability to communicate clearly

**Anticipated Tasks:**
- Manage database
- Create data reports that are able to influence programming decisions
- Coordinate maintenance of office equipment as needed

**Marketing Internship**

**Anticipated Tasks:**
- Update media/press list
- Identify opportunities for media opportunities both by community and city
- Conduct targeted outreach to businesses and organizations to expand brand awareness
- Work with Marketing Committee to expand marketing efforts to increase visibility of archi-treasures (review and update marketing materials, assist with annual report, conduct outreach to media outlets, research new marketing possibilities (social networking, etc.)
- Identify opportunities for archi-treasures to have public presence
- Represent archi-treasures at community events
- Designing and producing annual report
- Review website and
- Develop program brochure for participants and distribute it

**Artist Internship**

**Qualifications:**
- In school for a degree in fine arts
- Basic computer skills
- Ability to communicate clearly

**Anticipated Tasks:**
- Support hired artists by working with communities to develop and create public art
- Facilitate art based programming during celebrations and projects
• Conduct targeted art-based marketing in project communities (ex. hosting weekly “community art tables”)
• Conduct art-based marketing at community events (ex. hosting an archi-treasures “participatory art booth” at community events)
• Attend Café Talks and facilitate art based responses to guiding questions

We also have several opportunities for ‘Project Based Internships’ for groups of 6 plus, ideally in conjunction with a class or supervised through an educational program.

Create and conduct a targeted marketing strategy campaign
Students will review current marketing plan, identify a stakeholder type (ex. a specific community, business type, organizational type or political entity), create marketing materials that target that stakeholder and conduct stakeholder outreach. Though outreach can be purely informational, the ideal strategy would include identification of potential funders, business partners and/or donors.

Conduct an outreach and education campaign in a project development
Students will create a brochure and informational materials for program participants. Students would be responsible for developing a strategy to disseminate the information in creative ways that will maximize participant understanding of archi-treasures programming and place making. Students will develop and implement an evaluation plan project to evaluate their efforts.

Facilitate a community project
Students will be matched with an existing project and paired with community members to complete the project.
A few examples of previous and/or proposed projects are as follows:
The Local Hero Project-students were paired with community teen agers to conduct recorded interviews of adults in a low income housing development.
The Garden Project-Students will be paired with community members to work to plan and plant a community garden. Students will organize several community garden days during the season that include programming centered on archi-treasures’ mission.
The Turkey Chop Mural Project-Students will be given the task to conduct interviews of local businesses to develop a design for a mural that will be placed on a local restaurant. Students will organize and outreach for a celebratory event after the completion of the mural.