



RESEARCH & ADMINISTRATIVE SUPPORT

Chicago Semester - Summer 2022 Internship

About Silk Road Rising

Silk Road Rising is a community-centered art-making and arts service organization rooted in Pan-Asian, North African, and Muslim experiences. Through live theatre, digital media, and arts education, we challenge disinformation, cultivate new narratives, and promote a culture of continuous learning.

*Silk Road Rising defines "Pan-Asian" as the cultures that stretch from Japan to Turkey and from Kazakhstan to Indonesia, including their diaspora communities.

Job Description

The Research & Administrative Support intern will work within a dynamic arts and education non-profit organization (named a Chicago Cultural Treasure in 2021) in downtown Chicago on various research and administrative projects. The intern will gain experience in the following:

- Development and fundraising
- Community engagement
- Arts education
- Event planning
- New play development workshops
- familiarity with different facets of the company and work directly with different staff members.

Candidates must be organized, comfortable conducting research, detail oriented, self-motivated, and personable. Proficiency in Google Suite (drive, docs, sheets, etc.) is essential.

Position is 40 hours/week, working from the Silk Road Rising office.