



City of Chicago  
Rahm Emanuel, Mayor  
**OFFICE OF THE MAYOR**

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## **NOTICE OF JOB OPPORTUNITY**

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### **VOLUNTEER INTERN - Mayor's Office, Press and Communications Office/PHOTOGRAPHY INTERN -UNPAID**

**DESCRIPTION:** The Mayor's Office seeks a candidate with an interest in urban issues and local government, with strong photo editing and multimedia skills, who is organized, efficient and an experienced photographer. Intern will primarily assist with photo archiving and editing. Proficiency with LightRoom, Photoshop, Adobe Bridge and Final Cut are required. Interns will also learn about the operations of a top-tier communications & press organization and should ideally be available to work part-time (at least 15 hours a week), willing to work some weekend and evening hours, and have a flexible schedule.

**MINIMUM QUALIFICATIONS:** Must be a **CURRENT** college level junior, senior or graduate school student in good academic standing, enrolled in an accredited four year college or university offering a baccalaureate or graduate degree program or an accredited law school. Must have a minimum cumulative grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.  
**CANDIDATES MUST BE CURRENTLY ENROLLED STUDENT TO APPLY.**

**PREFERENCE:** Students with a minimum GPA of 3.0 on a 4.0 scale will be given preference. Candidates should be able to work in a fast-paced environment.

**NOTE:** All projects assigned are confidential with time-sensitive deadlines.

**NOTE:** The following items are required at the time of application and **MUST** be submitted together as a packet:

- Cover Letter (noting "Mayor's Office of Press and Communications PHOTOGRAPHY Internship")
- Official or Unofficial Transcript
- Enrollment Verification from school currently attending
- Resume
- Website and/or link to Portfolio of work

**SALARY:** This is an **UNPAID** internship. These are temporary positions.

**CLOSING DATE:** This position is open and accepting applications until further notice.

**INSTRUCTIONS:** Interested candidates should send as a packet the following:

- Cover Letter (noting "Mayor's Office of Press and Communications PHOTOGRAPHY Internship")
- Official or Unofficial Transcript
- Enrollment Verification from school currently attending
- Resume
- Website and/or link to Portfolio of work to:

Margaret Gach  
Office of the Mayor, City Hall  
121 N LaSalle Street, Rm 406  
Chicago, IL 60602  
Fax: 312/744-2727

OR

Email to: [mayorsofficeinternships@cityofchicago.org](mailto:mayorsofficeinternships@cityofchicago.org)

**The City of Chicago is an Equal Opportunity Employer**

**If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation.**

Students who are Deferred Action Recipients are eligible to apply for volunteer and internship opportunities. You must provide your Employment Authorization Document at the time of hire. In addition, if you are selected for a paid internship, you must also have a social security card. If you do not have a social security card, you can obtain one by following the instructions on this link: <http://www.socialsecurity.gov/pubs/deferredaction.pdf>

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**