



**NATIONAL
TELEVISION
ACADEMY**

Chicago/Midwest Chapter
National Academy of Television Arts and Sciences
600 S. Michigan, Suite 705
Chicago, IL 60605
312-369-8600

JOB TITLE: National Academy of Television Arts and Sciences (NATAS) Chicago/Midwest Intern

SUPERVISOR: Executive Director, NATAS- Chicago/Midwest Chapter

GENERAL: Assistant to the Executive Director. Assists with overall coordination of the NATAS Chicago/Midwest membership and activities. Internship will be tailored to match skills of intern. Good opportunity to make long-lasting contacts with NATAS members who are leaders in the broadcasting field in Chicago. Non-paid. Ongoing internship, apply during anytime.

BACKGROUND: Representing over 15,000 professionals nationwide, The National Academy of Television Arts and Sciences (NATAS) is the most prestigious organization in the television business. The Academy is the industry's benchmark for the recognition of television excellence. The Chicago/Midwest Chapter, one of the largest in the nation, has more than 1,000 members. Annual highlights include the Chicago/Midwest Emmy Awards, the Silver Circle, professional seminars and social events throughout the year.

POSSIBLE JOB DUTIES:

- * Assist Director as needed with marketing, public relations, research, fundraising, writing, scheduling and action planning for NATAS activities.
- * Track all Emmy entries.
- * Work on the development of the NATAS website.
- * Additional projects as requested by Director.

REQUIRED HOURS: The office is open during weekdays from 9:30 am to 5:30 pm. Ideally, the intern would need to work a minimum of 20 hours during the week and his/her schedule is dependent of their availability (volunteers are also welcome to work for less hours).

INTERESTED? Please call Rebekah Cowing, 312-369-8600 or send a cover letter and resume to NATAS (attn: Rebekah Cowing) 600 S. Michigan, Ste. 705, Chicago, IL 60605, fax: 312-369-8471, e-mail: chicagoemmy@gmail.com.