



Administrative Internship Description

Title:	Administrative Intern
Reports to:	Administrative Program Coordinator
Department:	Operations
Status:	Part-time (10-20 hours per week)

Summary

Do you enjoy jazz and wish to expand your experience in nonprofit administration? **Jazz Arts Charlotte®** is searching for an intern that will assist with our daily programs that serve educators, cultural arts patrons, students, musicians and individuals dedicated to the continued development of Charlotte's arts heritage. The successful candidate will get the opportunity to assist our organization in daily management of our programs, administrative tasks, and more.

At 10-20 hours a week, this position is a learning opportunity for a college student to engage in hands-on experience focused on nonprofit management. The qualified intern will need strong administrative skills and will be expected to manage a variety of defined tasks, and complete deliverables on time as requested. This internship is unpaid.

This is a great opportunity for someone who enjoys variety in the day-to-day routine and is looking to gain experience in a fast-paced environment. An internship with JazzArts Charlotte® is designed to provide quality, real world experience through participating in all avenues of nonprofit administration.

To apply, please send resume to Destinee Charles at info@thejazzarts.org.

Responsibilities may include:

- Assist department heads in administrative work
- Ensure implementation of program policies and procedures
- Support JazzArts Academy program preparation and execution
- Answer general inquiries from patrons regarding JazzArts programs
- Assist all performance events including the JAZZ ROOM and Jazz at Victoria Yards series
- Assist Programs Coordinator with artist hospitality for performance events
- Connect with our community partners and distribute program marketing materials
- Catalog event photos for social media and marketing use
- Research assistance for marketing, development and education departments as needed

Requirements

- Currently pursuing a degree from an accredited college or university
- Background in the arts is a plus
- Experience in a nonprofit setting a plus
- Excellent communication (verbal and written) and organizational skills
- Positive and helpful outlook
- Strong computer skills (Word, Excel, Adobe Pro, PowerPoint)
- Strong database management skills
- Ability to work independently and collaboratively
- Detail oriented and ability to work in a fast-paced environment
- Availability of 10-20 hours per week (remote and in-person)