

Human Resources & Administration Intern

Description: Human Resources & Administration intern will have the opportunity to engage in all aspects of Nonprofit Theatre Administration. This area encompasses Human Resources, Finances, and General Management as they specifically relate to the nonprofit performing arts realm. Intern reports directly to the Administrative Manager. Great position for students and recent graduates interested in building a career in Human Resources, Theatre Administration, Arts Administration or Nonprofit Management. This position available for full season or on an individual session basis.

Learning Opportunities in this position:

- Proper Accounting Procedures for Nonprofits
- Subscription and Donation Processing
- Basic Administrative Skills
- General Human Resources Practices
- The Difference between a Union and a Non-Union Actor
- How to Differentiate between Independent Contractors and Employees
- Incoming and Outgoing Mail Management
- Basic Patron Service and Vendor Relations
- Filing System Maintenance
- Calendar Management
- Volunteer Management

Duties May Include but Not Limited To:

- Oversee Projects for Office Volunteers
- Create and Maintain/Update all Hire Packets as needed
- Shadow / Assist contract writing
- Assist with facility calendar records and reservations
- Maintain extensive Physical & Digital Filing Systems
- Assist with Incoming and Outgoing Mail Organization
- Assist with Monthly Reconciliations
- Assist with Weekly Box Office Reconciliations
- Clerical tasks, such as copying and organizing materials.
- Research, Research, Research!
- Special Projects as assigned

Specific Requirements:

- Keen Attention to Detail
- Intermediate to Advanced Experience with Microsoft Excel preferred
- Proven Ability to show discretion in dealing with confidential information
- Strong Organization Skills