



Jazz Arts Group General Intern Position Description

Are you a proactive and organized individual looking to gain experience in both office administration and development tasks? Join our team this summer as a Jazz Arts Group intern and contribute to the smooth functioning of our organization while learning valuable skills in a dynamic environment.

Hours: Part time (15-20 hours a week)

Responsibilities:

Office Administration:

- Assist with day-to-day administrative tasks, including answering phones, managing emails, and maintaining office supplies.
- Organize and schedule meetings, appointments, and events, ensuring all arrangements are handled efficiently.
- Help maintain organized files and databases, both physical and digital, to ensure easy access to information.

Development Tasks:

- Support the development team in conducting research on potential donors, sponsors, and grant opportunities.
- Assist in preparing grant proposals, sponsorship packages, and fundraising materials.
- Help draft thank-you letters, acknowledgments, and other correspondence for donors and supporters.

Data Entry and Analysis:

- Assist in data entry tasks, including inputting information into spreadsheets, databases, and CRM systems.
- Conduct basic data analysis to identify trends, patterns, and opportunities for improvement.

Marketing/Production:

- On a need basis, support Marketing and/or Production staff with live events.

Education:

- On a need basis, support the Education team with education programs and concerts.

Miscellaneous Tasks:

- Provide general support to staff members across various departments as needed.

- Participate in special projects and initiatives aimed at improving organizational efficiency and effectiveness.

Qualifications:

- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook).
- Ability to handle multiple tasks and prioritize workload effectively.
- Eagerness to learn and contribute in a fast-paced office environment.

Benefits:

- Hands-on experience in office administration and development tasks.
- Exposure to the inner workings of a dynamic organization.
- Mentorship and guidance from experienced professionals in the field.
- Networking opportunities within the organization and beyond.
- Flexible schedule and potential for growth and advancement.