Jazz Arts Group Internship

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 (20 hours a week)

**General Duties**
- 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.

**Education and Community Engagement**

**Columbus Youth Jazz (CYJ):**
- Attend weekly CYJ rehearsals on Sundays from 12-6pm.
- Assist with on-site setup of gear.
- Assist with music library work, including photocopying and assembling books.
- Attend concerts and final performances, acting as a representative of JAG.
- Coordinate with marketing to capture events using photography/videography.

**PBJ and Jazz:**
- Attend monthly PBJ and Jazz events.
- Assist with backline and sound setup.
- Assist with front table duties, including accepting payments and greeting families.
- Coordinate with marketing to capture events using photography/videography.

**Columbus Community Jazz Band**
- Work with the Education Program Assistant on music library needs, including managing the library database, photocopying, digitizing, etc.
- Attend the final performance, assisting with on-site setup, and greeting participants and audience members.
Jumpin’ JaKS:

- Work with the Education & Outreach Coordinator to prepare curriculum materials.
- Attend select Jumpin’ JaKS classroom visits and shadow employees.
- Assist with backline and sound set up for Jumpin’ JaKS family concerts.

Development

- 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.

Marketing and Production

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

Mandatory Events:

*Interns should be present for at least ONE Lincoln Theatre concert and at least ONE Southern Theatre concert per show run.*

- Sundays 12-6pm - Columbus Youth Jazz rehearsals | Jazz Academy (view the full CYJ calendar here: [https://www.jazzartsgroup.org/youthjazz/resources/](https://www.jazzartsgroup.org/youthjazz/resources/))
- 9/14 - PBJ and Jazz | Topiary Park
- 9/19 - Matt Wilson’s Good Trouble | Lincoln Theatre Concert
- 10/10 - 10/13 The Greatest Jazz Concert In The World | Southern Theatre Series
- 11/1 - One Night Only Gala Fundraiser | Columbus Museum of Art
- 11/16 - PBJ & Jazz | Lincoln Theatre Ballroom
- 11/15 - Night Service with Jon Lampley | Lincoln Theatre Concert
- 12/4 - 12/18 Home for the Holidays | Southern Theatre Series

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 all departments of a nonprofit organization.
- 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.