



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

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:

- Excused absences will be permitted on a case-by-case basis, to be determined during the interview process.
- (as needed) 12-6pm Columbus Youth Jazz rehearsals | **Jazz Academy** (view the full CYJ calendar here: <https://www.jazzartsgroup.org/youthjazz/resources/>)
- January 25 - PBJ & Jazz: Fo/Mo/Deep | **Lincoln Theatre Ballroom**
- February 13 - 16 - CJO - Bobby Floyd Plays the Blues | **Southern Theatre**
- February 27 - JAG Presents: Camille Thurman | **Lincoln Theatre**
- March 1 - CCS Jazz Fest | **Lincoln Theatre**
- March 6 - CYJ Vocal Lab Final Performance | **CML Main Branch**
- March 9 - CYJ Combos Final Performance | **Location TBD**
- March 13 - CJO - Red Hot Jazz: Tap & Fiddle Fever | **Southern Theatre**
- March 22 - PBJ & Jazz: She Swings! w/ Jasmine Spitzer | **Lincoln Theatre Ballroom**
- April 3 - CJO - The Woman's Got Soul | **Southern Theatre**
- April 12 - Jazz Girls Columbus | **Jazz Academy**
- April 12 - PBJ & Jazz: Happy Birthday, Stevie Wonder | **Lincoln Theatre Ballroom**
- April 17 - JAG Presents: The Nancy Wilson Way | **Lincoln Theatre**

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.