

Appel Farm Arts & Music Center Nonprofit Arts Administration Internship Program

Administrative Assistant Job Description

Appel Farm Arts & Music Center values community, personal growth, safety, fun and diversity. As a part of this, our organization seeks to engage the next generation in the important work of the non-profit arts world by offering a year-round Nonprofit Arts Administration Internship program. Through this program, participants will gain hands-on experience in all aspects of non-profit management with a focus on arts education and community engagement. Participants will learn and practice their skills in the areas of strategic planning, program development and assessment, relationship building, volunteer management, financial management, marketing, development and leadership. Specifically related to the arts, Interns will gain experience in arts education curriculum, art studio and theater operations, working with teaching artists and professional artists, concert presentation, and summer arts camp operations.

Appel Farm will hire 4 Interns annually, who will focus on specific aspects of programming and operation throughout the year with their daily work. Internships are year-long full-time positions from September 8, 2015 until August 31, 2016. Each position requires flexible scheduling, including some nights and weekend work; you will have scheduled days off, in addition to 5 vacation days (accrued 1 day per month working), 9 paid holidays and 5 days of sick leave. Interns receive a \$600 monthly stipend. Interns are offered housing and a \$100 food allowance per month. Housing includes a furnished private room with a shared living space and kitchen, plus cable television, and wireless Internet. Interns will be housed together in a comfortable home with access to a yard and recreational space.

Qualifications and Requirements

- Candidates should possess a bachelor's degree in one of the following areas or a related field: arts education (including visual arts, music, dance or theatre), education, arts or camp administration, communications, marketing, and development.
- Ideal candidates are self-motivated, independent, open-minded and professional adults who share a love for the arts, youth development, making a difference in the community and creating transformative experiences.
- Candidates should have a background or interest in at least one area of the arts.
- Candidates should be able to show attention to detail, have strong written and verbal communication skills, and be able to work on multiple projects simultaneously.
- Candidates should be comfortable interfacing with the public, including populations with special needs.
- Candidates should be proficient with computers and have general working knowledge of social media platforms, Microsoft Office Suite, and ideally database and design software like FileMaker Pro, Camp Minder, and the Adobe Suite (Photoshop and InDesign software.)

Essential Job Functions

- Must be at least 20 years old, pass a criminal background check and National Sex Offenders check, and be legally able to work in the United States.
- Must be available to work 40 hours per week, including weekends and evenings.
- Must be able to participate in summer camp activities, working outdoors, for an extended workday.
- Must be able to occasionally lift and/or move 25 lbs.
- Must be able to navigate the grounds by foot, perform computer related duties at a desk, and assist in the set-up and clean-up of events.
- Must possess a valid driver's license and clear driving record in order to perform off-site duties, operate organizational vehicles, and drive golf-carts on-site.
- Must be able to speak and write in clear and proficient English.

Position Overview

The Administrative Assistant Intern will work with our Executive Director and Camp Directors to learn, plan and oversee all aspects of our residential camp program, and other various aspects of Appel Farm's operations. Serving the Executive Director, the Administrative Assistant's role will encompass all aspects of non-profit management including fundraising, communication to all stakeholders, administrative tasks, e-mail and voicemail management, event planning, finance, program development, grant writing, contract management, facility oversight, and more.

Interested candidates should e-mail a letter of interest and resume to Cori Solomon, Executive Director at csolomon@appelfarm.org. Candidates will be interviewed and selected as resumes are submitted; interested candidates are encouraged to apply soon.