I don't anticipate more than 10 hours per week. Additional hours if needed would be paid on a contract basis at a negotiated rate per hour.
| Job Description and Interns Responsibility | Organizing and maintaining files, both paper and electronic
Organizing and maintaining electronic mailing list
Preparing press releases
Assisting with marketing, researching ads, contacting publications for print articles
Occasional assistance with Quickbooks
Reviewing class records and documents
Occasional assistance with class research, preparation of powerpoint or other demonstrations |
| Qualifications/Skills Required | Knowledge of Mac platform
Knowledge of Quickbooks
Ability to think pro-actively
Some knowledge of fine art/studio art |
| **LEARNING OUTCOMES**
**Students are required to identify goals and desired learning outcomes for their internship. Please list those specific skills that an intern will have the opportunity to learn while working with your organization.** | File management
Marketing skills/management
Class content research
Front office organization |
| Compensation? Please indicate if this internship is paid, unpaid or if there is a stipend. |