



SOCIETY FOR THE PERFORMING ARTS
Bringing the World's Best to Houston

SUMMER ARTISTIC ADMINISTRATION INTERN Job Description

Organization Name

Society for the Performing Arts

Location

Jesse H. Jones Hall for the Performing Arts
615 Louisiana Street, Ste. 100
Houston, TX 77002

Website

www.spahouston.org

Mission

The mission of Society for the Performing Arts (SPA) is to enrich the cultural life of Houston in an affordable way by presenting the world's best in multi-discipline performing arts and by providing the most comprehensive education and community engagement of its kind in the city.

Internship Overview

This internship will provide hands-on, practical experience in various aspects artistic and arts administration in a presenting organization. Through a structured learning experience, the intern will gain a broader understanding of the performing arts industry and nonprofit management. Skills gained in this internship will translate to a variety of endeavors and interns can expect to interface with and gain experience in areas related to board governance, strategic planning, and contracts. Additionally, interns will participate in cohort activities designed to introduce a broad range of career opportunities within the non-profit arts field.

Department

Executive

Reports to

Executive Assistant and CEO

Dates, Hours & Expectations

This position is an unpaid, part-time internship. The intern is expected to work 15 – 30 hours per week scheduled between the hours of 9:00 AM – 5:00 PM, Monday through Friday. Working hours can be flexible, as needed. Intern should have a reliable form of transportation, as some local travel may be expected.

Compensation

This internship is unpaid. Complimentary parking will be provided and business-related expenses will be reimbursed.

Primary Responsibilities

The intern's responsibilities will include (but are not limited to) the following:

- Transition file systems from 2016-2017 to 2017-2018 season
- Update and archive board files
- Reorganize Executive Assistant files
- Manage artist contract status for 2017-2018 season

Qualifications and Requirements

The ideal intern should have an interest in the arts or arts administration and be pursuing a major or minor in a related field. Additionally, the ideal intern has strong computer, writing, and communication skills and is self-motivated, enthusiastic, organized, and detail-oriented with knowledge and experience in Microsoft Office and Excel.

How to Apply

Applicants should email a cover letter and resume to education@spahouston.org. Please write "Summer Artistic Administration Intern" in the subject line. No phone calls, please.

Society for the Performing Arts is an Equal Opportunity Employer. Candidates for employment are considered without regard to race, color, sex, creed, national origin, sexual orientation, age, non-job-related disability, or marital status.