



## SUMMER BUSINESS 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](http://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 of finance and business administration as related to operating a large performing arts nonprofit organization. The Business Administration Intern will work under the supervision of the Chief Financial Officer to manage processes and systems, document retention, filings, and historical records. Through a structured learning experience in a fast-paced environment, the intern will gain a broader understanding of the performing arts industry, nonprofit business and finance, and nonprofit management. Skills gained in this internship will translate to a variety of endeavors and interns can expect gain experience in areas related to accounting, project management, finance, business, and human resources. Additionally, interns will participate in cohort activities designed to introduce a broad range of career opportunities within the non-profit arts field.

### Department

Finance & Administration

### Reports to

Chief Financial Officer

### Dates, Hours & Expectations

This position is an unpaid internship beginning roughly in early June and ending in late July/early August. The intern is expected to work approximately 30 hours per week, Monday through Friday. Limited evenings or weekends are required, depending on SPA presentation schedule and special events. Working hours can be flexible, as needed. Intern should have a reliable form of transportation.

### Primary Responsibilities

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

- Assist with year-end processes and transition to 2018-2019 systems
- Create processes and systems to ensure organizational accountability
- Create and revamp document retention policies
- Review historic records and digitize archives
- Create Human Resource file archive and filing system
- Attend relevant SPA events and participate in intern activities

### Qualifications and Requirements

The ideal candidate will be a currently enrolled undergraduate student who will be returning to college as a sophomore, junior, or senior in the fall of 2017.

The ideal intern should have an interest in business, finance, accounting, nonprofit administration, arts administration, or the performing arts and be pursuing a major or minor in a related field. Additionally, the ideal intern is self-motivated, enthusiastic, organized, and detail-oriented with knowledge and experience in Microsoft Office, specifically Excel.

### How to Apply

Applicants should email a cover letter, resume, and letter of recommendation (from a teacher, coach, community leader, employer or similar) to [education@spahouston.org](mailto:education@spahouston.org). Please write "Summer Business Administration Internship Application" 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.