**Company:** Joe’s Movement Emporium

**Position:** Art Administration Intern

**City:** Mount Rainier

**State:** Maryland

**Website:** [**www.joesmovement.org**](http://www.joesmovement.org)

**Majors Desired:**

<Business Management>

<Arts Management>

<Finance>

**Application Deadline:**

February 14, 2020

**Internship Description:**

Joe’s Movement Emporium, a multi-venue, multidisciplinary performing arts organization, is seeking an energetic, creative, and self-motivated Intern for the 2019/2020 Academic year. The Arts Administration Intern will assist Joe’s Finance and Administrative team with the back-office systems, financial management, administration, record retention and donor communication. The Arts Administration Intern will assist in other duties as assigned by supervisor. The ideal candidate will have interest in learning about the operations of an arts organization from behind the scenes.

* The internship is a semester-long year commitment of approximately 10-15 hours/week.
* Weekly stipend provided
* Free classes, workshops, and performances during internship

**Qualifications:**

* Strong Interpersonal Skills
* Junior or Senior in excellent academic standing

• Effective project management skills essential

• Ability to multi-task essential

* Detail oriented

• Ability to work independently and complete assigned tasks within identified

timeframes

• Excellent written and verbal communication skills essential

• Initiative, drive, common sense, creative flair and flexibility essential

• Strong working knowledge of Microsoft Office products, and internet and social media

* Knowledge of multimedia best practices is crucial, as is a strong working knowledge of various multimedia platforms

**Application Instructions:**

Please send a cover letter and up-to-date resume to the contact below.

Contact: Yolanda Camp

Email: [yolanda@joesmovement.org](mailto:yolanda@joesmovement.org)

Telephone: 301-699-1819 ext. 108