

Organizational Position Description

Position Title: HR, Finance and Administration Intern (Unpaid)

GENERAL INFORMATION: This unpaid internship program offers undergraduate and graduate students an educational opportunity to develop their professional experience and knowledge in the areas of HR, Finance, and Administration at a performing arts non-profit.

Department: Finance and Administration

Title of Immediate Supervisor: Business Operations Manager

About Washington Performing Arts:

One of the most established and honored performing arts institutions in America, Washington Performing Arts continues to build upon a distinguished history of serving artists, audiences, students, and civic life. The city is truly our stage: in venues ranging from concert halls and clubs to public parks, we present a tremendous range of artists and art forms, from the most distinguished symphony orchestras to both renowned and emerging artists in classical music, jazz, international genres, and dance.

Washington Performing Arts nourishes communities throughout the region by partnering with local organizations and other arts institutions, staging concerts and arts activities in the neighborhoods, involving internationally known main stage performers in community programs, and presenting locally based artists to a wider audience. We place a premium on establishing artists as a continuing presence in the lives of both young people and adults through sustained residencies and educational programs. Our achievements have been recognized with a National Medal of Arts and with two Mayor's Arts Awards from the DC Government. We embark upon our next half-century with the goals of expanding our commitment to excellence and rededicating ourselves to the motto of our founder, Patrick Hayes: "Everybody in, nobody out." Washington Performing Arts' employment decisions are made based on the business needs of the organization and qualifications of the applicants and employees.

Organizational Diversity:

Washington Performing Arts prizes the diversity of the organization, at every level; from programmatic content to composition of its board and staff, and is continually striving to better diversify its staff.

Diversity Statement

Washington Performing Arts subscribes to a policy of Equal Employment Opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, protected veteran status, religion, ancestry or national origin, marital status, genetic information, political affiliation, and gender identity or expression. In addition, the District of Columbia adds protection for marital status, personal appearance,

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sexual orientation, family responsibilities, matriculation, or political affiliation. Minorities, Women, Protected Veterans and Individuals with Disabilities are encouraged to apply.

POSITION INFORMATION

Position Summary/Purpose:

The HR, Finance and Administration intern will help build the organization's human resources, finances, and administrative functions by working directly with the Business Operations Manager on file organization, policy research, and other miscellaneous tasks. Depending on the intern's field of study, the assigned duties will be adjusted to complement the intern's educational studies and interests.

Essential Duty #1: HUMAN RESOURCES

Percentage: 50%

- Create file folders and labels for all Human Resources records of Washington Performing Arts
- File all outstanding human resources documents in appropriate folders
- Organize I-9 docs
- Create listing of position posting and diversity outlets for Washington Performing Arts external position advertising
- Assist with the management of hiring processes for open positions
- Work with Business Operations Manager to help with HR policy research
- Other duties as assigned

Essential Duty #2: OFFICE ADMINISTRATION AND INFORMATION TECHNOLOGY

Percentage: 20%

- Work with Business Operations Manager to research telephone, IT
- Create process administration flow charts

Essential Duty #3: ACCOUNTING/FINANCE

Percentage: 30%

- Assist with the inputting of check requests
- Assist with the collection and reconciliation of organizational credit cards
- Work with Business Operations Manager, COO, and Accounting Manager to create process accounting flowcharts
- Assist with filling out Economic Census forms and reporting
- Draft Excel spreadsheets for financial analysis and reporting
- Assist with preparation of annual financial audit (organization and pulling appropriate backup documentation)

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Minimum Qualifications:

- High School Diploma
- Working knowledge of Google and Microsoft Office suite software
- Eagerness to learn and contribute to organizational improvement
- Proven oral and written communication skills
- Strong attention to detail
- Working towards a Bachelor's degree or graduate degree in a relevant field- Human Resources, Business Management, Accounting, Finance, Non-Profit Management, Arts Management, or Arts focused (with an interest in HR, finance, and administration).

Essential Capabilities & Preferences

- Knowledge of human resources, office administration, finance/accounting, information technology or information systems a plus
- An interest in the performing arts or performing arts experience

Specific Conditions of Work

- General office environment
- Since the intern will be learning about processes that oftentimes involve handling sensitive information, any final candidates must undergo a satisfactory background check.