

# ADMINISTRATIVE INTERN

**Department:** Administration

**Location:** Greater Cincinnati Area

**Job Type:** Internship

**Compensation:** Un-paid. Show-day meals provided, related expenses covered.

**Education:** High School Diploma or GED, College Student

**Duration:** November 18<sup>th</sup> 2018 – September 2nd, 2019 - weekends only, some weekday projects from home

## **Job Description:**

Cincinnati Tradition is seeking administrative interns that are excited about joining a small team with a start-up mentality. Admin interns won't just run copies and deliver coffee, they'll be part of a team that expects them to bring their best and contribute to the growth of the organization. We're seeking team players that are excited about the performing arts, and working with an organization that's expanding rapidly.

As an administrative intern at Cincinnati Tradition you'll learn a ton about many aspects of operating a world-class performance ensemble and managing a small non-profit company. Our 2018-19 class of interns will begin work at the beginning of our season. They will attend weekend rehearsals like our instructional staff and cast members.

## **You Will:**

- Work with the Cincinnati Tradition administration on development projects including fundraisers and marketing campaigns.
- Write Grants to Corporate/Foundation

## **You Must:**

- Be 18 or older by October 1st.
- Have a high school diploma or GED, College Student.
- Be an excellent writer.
- Enjoy problem solving and think outside the box.
- Be proficient in common workplace/productivity applications (Google Apps, Office, Evernote).

## **Extra special qualifications:**

- Communications, Marketing or Non-Profit experience
- Grant writing experience or a writing-intensive major, such as English, journalism, communications or marketing.

## **To Apply:**

Email a cover letter and resume to us at [CincinnatiTradition@gmail.com](mailto:CincinnatiTradition@gmail.com). Feel free to include letters of reference or a portfolio of administrative, marketing, or print/graphic design work. We'll take a look at everything.