



Jazz Arts Group Internship

Are you a proactive and organized individual looking to gain experience in both office administration and development tasks? Join our team this summer as a Jazz Arts Group intern and contribute to the smooth functioning of our organization while learning valuable skills in a dynamic environment.

Hours: Part time (20 hours a week)

General Duties

- Assist with day-to-day administrative tasks, including answering phones, managing emails, and maintaining office supplies.
- Organize and schedule meetings, appointments, and events, ensuring all arrangements are handled efficiently.
- Help maintain organized files and databases, both physical and digital, to ensure easy access to information.

Education and Community Engagement

Columbus Youth Jazz (CYJ):

- Attend weekly CYJ rehearsals on Sundays from 12-6pm.
- Assist with on-site setup of gear.
- Assist with music library work, including photocopying and assembling books.
- Attend concerts and final performances, acting as a representative of JAG.
- Coordinate with marketing to capture events using photography/videography.

PBJ and Jazz:

- Attend monthly PBJ and Jazz events.
- Assist with backline and sound setup.
- Assist with front table duties, including accepting payments and greeting families.
- Coordinate with marketing to capture events using photography/videography.

Columbus Community Jazz Band

- Work with the Education Program Assistant on music library needs, including managing the library database, photocopying, digitizing, etc.
- Attend the final performance, assisting with on-site setup, and greeting participants and audience members.

Jumpin' JaKs:

- Work with the Education & Outreach Coordinator to prepare curriculum materials.
- Attend select Jumpin' JaKs classroom visits and shadow employees.
- Assist with backline and sound set up for Jumpin' JaKs family concerts.

Development

- Support the development team in conducting research on potential donors, sponsors, and grant opportunities.
- Assist in preparing grant proposals, sponsorship packages, and fundraising materials.
- Help draft thank-you letters, acknowledgments, and other correspondence for donors and supporters.

Marketing and Production

- On a need basis, support Marketing and/or Production staff with live events.

Mandatory Events:

Interns should be present for at least ONE Lincoln Theatre concert and at least ONE Southern Theatre concert per show run.

- Sundays 12-6pm - Columbus Youth Jazz rehearsals | Jazz Academy (view the full CYJ calendar here: <https://www.jazzartsgroup.org/youthjazz/resources/>)
- 9/14 - PBJ and Jazz | Topiary Park
- 9/19 - Matt Wilson's Good Trouble | **Lincoln Theatre Concert**
- 10/10 - 10/13 The Greatest Jazz Concert In The World | **Southern Theatre Series**
- 11/1 - One Night Only Gala Fundraiser | Columbus Museum of Art
- 11/16 - PBJ & Jazz | Lincoln Theatre Ballroom
- 11/15 - Night Service with Jon Lampley | **Lincoln Theatre Concert**
- 12/4 - 12/18 Home for the Holidays | **Southern Theatre Series**

Qualifications:

- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook).
- Ability to handle multiple tasks and prioritize workload effectively.
- Eagerness to learn and contribute in a fast-paced office environment.

Benefits:

- Hands-on experience in all departments of a nonprofit organization.
- Exposure to the inner workings of a dynamic organization.
- Mentorship and guidance from experienced professionals in the field.
- Networking opportunities within the organization and beyond.
- Flexible schedule and potential for growth and advancement.