



Community Theater Project Corporation

5941 Penn Avenue
 Pittsburgh, PA 15206
 Tel: 412-363-3000
 Fax: 412-363-3416
 E-mail info@kelly-strayhorn.org
 Web: www.kelly-strayhorn.org

Title:	Operations and Administration Intern
Answers To:	Operations Manager
Compensation:	Unpaid. Can be for college credit.
Summary:	To provide knowledgeable assistance and leadership in the operational, organizational, and administrative management of the Kelly-Strayhorn Theater. The experience of working in a real-time situation on these events will complement the intern's previous or current academic work in the arts, arts or non-profit administration, or business. The intern would start January 2012 and work a minimum of ten hours/week through May 2012.
Key Tasks & Responsibilities:	<p><i>(Exact description of the Internship's responsibilities will be determined after analysis of the successful candidate's strengths and experiential needs. We are planning to have the Internship cover a customized selection from among the following duties)</i></p> <p>Operations and Administrative Duties:</p> <ul style="list-style-type: none"> • Promote and coordinate rental and leasing program for multiple venues • Maintain audience and artist data systems; aggregate data for reports • Assist KST Operations Manager in managing the Kelly-Strayhorn Theater billing, lessees, vendors, and finances.
Preferred Skills & Orientation:	<ul style="list-style-type: none"> • Interest, and some experience through previous work or academic pursuits, in the general areas of arts administration, performing arts, or business management • Ability to multi-task; strong organizational, writing, and communication skills. • Proficiency with Microsoft Office (Word, Excel, Outlook/Outlook Express) • Operational knowledge of: Microsoft Office; Adobe Acrobat; and basic Web tools helpful. • Commitment to Kelly-Strayhorn Theater's mission: http://www.kelly-strayhorn.org/about/
Desirable Attributes:	<ul style="list-style-type: none"> • Extremely Organized. Enjoys Working With People. • Previous experience or education in office and arts administration • Passion for the performing arts • Related undergraduate or graduate study in the arts, English/communications, the liberal arts, and/or business.

Interested? Please contact:

Michelle Zaffary, Outreach Coordinator
 Kelly-Strayhorn Theater—5941 Penn Ave, Pittsburgh, PA 15206
 412-363-3000, info@kelly-strayhorn.org

Please send cover letter expressing your passion for working in a community arts presenting and education center and selling your unique qualifications. Also attach your resume.