



Title:	Administrative Intern		
Reports To:	GSA Program Manager		
Supervises:	None		
FLSA Status:	Non-Exempt	Job Grade:	<b>EEO Category:</b> Administrative Support Workers
Prepared By:	Paula O. Lockhart	Date: 10/2022	<b>Company/Program:</b> GSA
HR Approval By:	Loren Mills	Date:	<b>Department:</b> Education & Community Arts
<b>JOB SUMMARY:</b>			
The Administrative Intern assists and advances the administrative and outreach goals of Kentucky's Governor's School for the Arts (GSA), to obtain valuable skills and experience towards a career in arts administration or non-profit management.			
<b>ORGANIZATIONAL DUTIES &amp; RESPONSIBILITIES:</b>			
<ol style="list-style-type: none"> <li>1. Supports the mission, vision, values and standards of behavior of Kentucky Performing Arts.</li> <li>2. Exhibits effective communication skills including proper use of Kentucky Performing Arts' communication systems.</li> <li>3. Participates in appropriate professional development programs to attain and maintain competency.</li> <li>4. Effectively manages financial and physical resources to achieve the mission of the organization.</li> <li>5. Takes focused responsibility for managing administrative spaces and tasks as assigned by GSA Administration</li> </ol>			
<b>SERVICE ORIENTATION:</b> Strives to meet or exceed expectation in the delivery of services and contributes to enhancing the quality of the work environment.			
<ul style="list-style-type: none"> <li>• Provides administrative and logistical assistance to the GSA staff.</li> <li>• Support general office activities related to the GSA summer program, including keeping the office space clean and organized.</li> <li>• Give tours to guests and serve as front office welcome staff to visitors.</li> <li>• Cultivate and organize content for the GSA Yearbook and other print materials.</li> <li>• Assist with the organization and selling of GSA merchandise.</li> <li>• Assist with the preparation for GSA fundraising initiatives including but not limited to: parent raffle and online giving campaign.</li> <li>• Prioritize the quality of the student experience and what is best for them artistically, socially, and emotionally.</li> <li>• Serve as role models, mentors, and ambassadors at all times by exemplifying the GSA spirit even in intense circumstances.</li> </ul>			
<b>TEAMWORK:</b> Effectively works with other members of the team, drawing on all resources to achieve common goals or solve a problem. Promotes teamwork as a way to generate positive and creative results.			

- Assist in documenting the GSA summer program through the medium of photography/videography.
- Maintain GSA social media accounts (Facebook, Twitter, Instagram and Snapchat)
- Assist with the planning, set-up and tear-down of all major GSA Summer Program events including but not limited to: Photo Night, workshops, College and Career Day, VIP Day, Community Service Day, field trips, and Final Day.
- Be a contributing and communicating member of the staff team always focusing on the wider community's role and goals. Remain prompt, tidy, and respectful of others' space, ideas, and roles.

**RESOURCE MANAGEMENT:** Manages resources such as time, expenses, supplies, labor etc.

- Complete an evaluation, to be provided by GSA, at the close of the 2023 summer program.
- Abide by rules, regulations and procedures for community living as published in the 2023 GSA Student and Residential Handbooks during GSA 2023 Summer Program.
- Remain present and practice self-care.

**COMMUNICATION:** Demonstrates effective written and oral communications that engage internal and external audiences, and assures staff is kept well informed of organizational issues and plans.

- Prepare and facilitate a presentation on the professional field of Arts Administration for interested GSA students, as/if needed.
- Maintain close communication on a frequent basis with the GSA Administration, including attendance at weekly meetings.

**RESULTING ESSENTIAL PHYSICAL ABILITIES:**

1. Ability to effectively communicate in all internal and external relationships for all essential job functions.
2. Above average skills in reading, writing, and speaking English.
3. Ability to lift approximately (25 - 50) pounds unassisted using appropriate lifting techniques and/or devices.
4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
5. While performing the duties of this job, the employee is regularly required to talk or hear.
6. The employee is frequently required to sit or stand for long periods of time, as well as stoop, bend, kneel, and crouch.

**PREFERRED QUALIFICATIONS:**

- Valid driver's license and clean driving record for at least one year
- Eagerness to be involved and possession of a self-starter positive attitude.
- Excellent organizational and time management skills.

**EDUCATION, LICENSE and SKILLS:**

- Satisfactory progress towards a college degree in Arts Administration, Arts Education or another related field Required. Must have graduated from high school at time of applying.
- Personal achievement as an artist, performer, or arts educator.
- Excellent written and verbal communication skills, including public presentations.
- Word and data-processing. Experience with Microsoft Office Suite. Ability to learn and apply new software.
- Superior interpersonal skills. Ability to work alone with a minimum amount of supervision and as a team member.
- Eagerness to learn and ask questions
- Physical strength and stamina. Ability to lift 20lbs. Frequent set-ups for off-site events often require lifting and carrying boxes and office supplies.
- Live in-residence during the summer program and training week during June and July in the host campus dormitory.

***Kentucky Performing Arts provides equal employment opportunities (EEO) to all employees and applicants for employment.***

It should be noted that employment with Kentucky Performing Arts is “at will,” which means that it is not for any specified period of time and can be terminated by yourself or Kentucky Performing Arts for any or no particular reason. Even though your job duties, title, compensation and benefits, as well as Kentucky Performing Arts employment policies and procedures may change from time-to-time during your employment with the organization, the “at will” nature of your employment will not change, unless Kentucky Performing Arts designates so in writing.

For purposes of federal immigration law, you will be required to provide documentary evidence of your identity and eligibility for employment in the United States (Form I-9) to the organization in accordance with the U.S. Citizenship and Immigration Service (USCIS).

**COVID compliance statement:**

*Please note that the health, safety, and wellbeing of our patrons, artists, clients, staff and volunteers is of the utmost importance. We are carefully monitoring the evolving nature of the COVID-19 virus and following CDC guidelines. Please know that obtaining a COVID-19 vaccine may be required for future employment eligibility. Religious and medical exemptions will be accommodated.*

**Signature**\_\_\_\_\_

**Date**\_\_\_\_\_

