Summary:
The Intern will work closely with SDAI’s leadership team to help outline and prepare public programs, assist with administrative, financial, and project management duties. This position will provide an opportunity to delve into the organization’s daily operations through the assistance of managing projects, report gathering, filing, data entry, and strategic plan writing.

Reports to:
Deputy Director

FLSA Status:
Unpaid Position

Opportunities:
Assist in developing a calendar of educational programming for the year
Participate in public programs
Identify new opportunities for engaging the local community
Help develop programming for and oversee lecture, workshops, and film programs
Work closely with all teams to maintain communication
Help prepare financial, audience, and outreach reports
Identify new strategies for information management
Develop organizational plans
Identify sources for streamlining operations

Responsibilities:
Scheduling site visits
Prepare and maintain calendar of events
Identify workshop leaders
Prepare invitations and schedule visiting speakers
Maintain digital and physical filing
Oversee meeting scheduling and minute taking
Input financials
Collecting and compiling reports from all departments
Provide additional administrative support as needed
Help with program content

Requirements:
Currently enrolled student or recent graduate
Proficiency with Windows or Mac operating systems and MS Office software
Independent worker: self-motivated and organized
Interest in non-profit educational programming and arts administration
Illustrator and Design is a plus