Name of Non-Profit Organization: Quasimondo Physical Theatre

Hourly Wage: $10/hour

Average Hours Per Week: 8 – 10 hours

Desired Work Schedule: Ideally, between 10 am – 6 pm, Mondays-Fridays, with occasional availability on weekends to assist with outreach and/or programming. Scheduling is flexible and can accommodate student’s class schedule. However, we would like to establish a schedule that is generally fixed from week to week.

Address: 5151 N. 35th St., Milwaukee, WI 53209

Supervisor Name: Jenni Reinke (Founding Ensemble Member, Vice President) and Brian Rott (Producing Artistic Director, President)

Supervisor Email: jennireinke@quasimondo.org / brianrott@quasimondo.org

Supervisor Phone Number: 414-793-5879 / 414-702-0392

Position Title: Administration & Programs Intern

Essential Duties and Responsibilities:

The Quasimondo Administration & Program Intern will help with, but not be limited to, the following tasks:
- Database entry
- Updating calendars
- Written and verbal correspondence with stakeholders
- Customer service
- Volunteer recruitment and management
- Grant applications
- Donor acknowledgement
- Event planning and assistance
- Outreach
- Basic graphic design
- Website updates
- Social media
- Press releases
The A&P Intern’s duties may overlap with those of the Marketing & Outreach CLIP Intern.

Hours mostly needed are 10am-6pm, Mondays-Fridays. Some weekend and evening availability may be needed. Must be 18 and older; 21 preferred for events with alcohol present. Hours per week: 8-10.

Required Qualifications:
Customer Service Skills
Verbal Communication
Written Communication
Microsoft Office Skills (Word, Excel)
Initiative
Detail Orientation
Highly Organized
Ability to Work Independently
Ability to Work in a Team
Problem Solving
Flexibility/Adaptability/Creativity
Multi-tasking

The Intern should have reliable transportation and be punctual.

Additional Preferred Qualifications:
Presentation and Public Speaking Skills
Database Skills
Interest in the arts
Interest in community development

Skills/Experiences Gained from this Position:
Intercultural Knowledge and Competence
Critical and Creative Thinking Skills
Effective Communication Skills
Individual, Social, and Environmental Responsibility
Non-profit Administration Skills
Program and Project Management
Understanding of the role arts play in community-building
The business side of being an artist