Admin & Archive Intern

Position Overview:

The *Admin & Archive Intern* works closely with the *Rentals & Operations Coordinator* to provide administrative assistance at the front desk and improve VERA's poster archive. This dual role includes logging and organizing VERA's screenprinted poster collection into the archive workspace, implementing the poster logging system for general venue use, and practicing regular upkeep in the workspace as new posters arrive. The intern will also be responsible for front desk hours helping to check in patrons for classes and screenprinting open sessions. This position contributes directly to the daily administrative functions of The Vera Project, is equally internal- and external-facing, and stewards VERA's screenprint poster archive, a collection of hundreds of hand-printed VERA show posters (most of which printed at VERA) dating back to 2001.

Key responsibilities:

- **Administrative assistance and front desk work** - This position is responsible for an average of 8 weekly hours of front desk work, representing VERA to the public. This includes answering phones, signing up patrons for classes, taking payments, completing general filing, and other administrative tasks as needed to support VERA's facilities and operations.
- **Log and organize posters into the archive workspace** - Work with posters hands-on and track poster info such as date, artist, etc., in order to keep the poster collection accessible and up to date.
- **Work on archive room upkeep and maintain poster system** - Once posters are logged, the Admin and Archive Intern will assist the *Rentals & Operations Coordinator* in maintaining the system and ensuring that every poster entered into the archive and poster database will be easily tracked and retrieved.
- **Implement archive policies and track usage** - Work with *Rentals & Operations Coordinator* to ensure that all archive and poster usage align with the policies in place, and oversee ins and outs/traffic through archive room.

Required qualifications:

- Interest in archiving, screenprinting, and nonprofit administration

- Ability to work collaboratively with large groups of volunteers, members, office staff, and other interns of all ages and lived experiences
- Ability to use Google Docs & Sheets to maintain poster tracking
- Ability to use and troubleshoot standard office equipment including computers, printers, and photocopier.
- Ability to process, absorb, and share information
- Flexibility in hours (including evenings & weekends) and a strong communication skills.

Benefits:
- Access to free shows, classes, and other special events.
- $200 monthly stipend + $50 travel reimbursement.

Reports to: Rentals & Operations Coordinator
Hours: 15 hrs/wk
Internship Duration: 6 months, dependent on need.

The Vera Project (VERA) is a Seattle-based, all ages, volunteer-fueled music & arts venue dedicated to fostering a participatory creative culture through popular music concerts, arts programs, experiential learning, and volunteer opportunities for all ages, especially young people. The Vera Project is an Equal Opportunity Employer. People of color, womxn, queer, transgender, and non-binary folx are encouraged to apply. VERA is committed to providing an inclusive space, open to all ages, genders, races, cultures, religions, abilities, etc. and asks all members to sign our Participation Agreement to verify their commitment and accountability to our shared values.

APPLICATION PROCESS: Please submit a cover letter, resume, 11:59pm PST on Monday April 1st, 2019 to hiringcommittee@theveraproject.org with "Admin & Archive Intern, YOUR FIRST/LAST NAME" in the subject line.

Please note, we know there are great candidates who may not fit into what we've described, or who have important skills we haven't thought of. If that's you, don't hesitate to apply and tell us about yourself! Or get in touch with us and simply ask, at hiringcommittee@theveraproject.org.