



Administrative Intern

Position Overview:

The *Administrative Intern* works closely with the *Operations & Facilities Coordinator* to provide administrative assistance at the front desk as well as day-to-day venue needs. The intern will be responsible for front desk coverage during office hours, answering phone calls, checking in patrons for classes, and scheduling screen printing open sessions. This position contributes directly to the daily administrative functions of The Vera Project and is an excellent opportunity for professional development in arts & nonprofit administration.

Key responsibilities:

- **Administrative assistance and front desk coverage-** Intern is responsible for an average of 10 weekly hours of front desk coverage and administrative work, simultaneously representing VERA to the public and assisting in back-end logistical planning. This includes answering phones, class sign-ups, processing payments, completing general filing, ensuring VERA's schedule is consistently updated, and other administrative tasks as needed.
- **Programming enhancement-** As a vital position in day-to-day operations, the administrative intern will gain a comprehensive understanding of VERA's various volunteer committees (screenprinting, audio, etc.) and educational programming. The intern will attend at least one committee meeting a month and assist with various committee projects (i.e. screenprint studio maintenance, gallery show installs) as needed.
- **Event Support-** The Vera Project has a consistent special event schedule both onsite and off, including Live From Our Living Room, Neurodiversity Nights, and our annual gala. The administrative assistant will work with staff to ensure said events and shows run smoothly. This provides valuable introductory experience for event production, as well as creating a positive environment for members of the VERA community.
- **Upkeep of artistic and promotional materials** - Responsible for monthly rotation of member screen printed art and posters, along with promotional materials, throughout the venue.



Required qualifications:

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

Benefits:

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

Reports to: Operations & Facilities Coordinator

Hours: 10 hrs/wk

Internship Duration: 6 months

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 and resume by 11:59pm PST on Friday, November 22nd 2019 to hiringcommittee@theveraproject.org with "Admin 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.