



Sun Valley Center for the Arts

191 Fifth Street East, Ketchum, Idaho
P.O. Box 656, Sun Valley, ID 83353
208-726-9491, fax 208-726-2344
www.sunvalleycenter.org

Job Title: Administrative Summer Intern

Reports To: Education and Operations Manager

Purpose: Increases administrative capacity of The Center during the busy summer season

Specific Tasks

The work of the Administrative Summer Intern includes, but is not limited to, the following:

Administrative

- Serve as Front Desk Receptionist
- Receive, sort and distribute mail
- Log daily cash, checks and credit card sales receipts
- Scan receipts and bills in order to maintain current records for Accounts Payable
- Order supplies, resource materials, etc.
- Greet and facilitate visitor experience:
 - Inform people about programs and events
 - Sell tickets, memberships, register people for classes and events, monitor anticipated attendance levels, print tickets, keep data clean in our systems
 - Answer general information telephone line. Direct inquiries to proper staff.
- Coordinate shared calendars for scheduling rooms and equipment

Program Support

- Assist with Box Office at all ticketed events
- Assist with set-up and tear-down and hospitality preparations of food, beverage, flowers, etc. for all events including but not limited to Gallery Walk, Exhibit Openings, & Development Events
- General errands, poster hanging, mail pick up, package pick up/drop off, storage trips
- Assist in Wine Auction Weekend preparation, ticket sales, registration, package delivery, guest relations, setup, tear-down, cleanup, packing, and storage. (July 17-20)

Key Interfaces:

This position will interface with the following groups:

- All Staff
- Education and Operations Manager
- Administrative Assistant
- Database Administrator
- Performing Arts Director
- Finance Manager

Focus:

Administrative: 80%

Program Support: 20%

Hours

Late May through early September

40+ hours per week. Generally from 9 – 5, Monday through Friday. After office hours, intern is required to work SVCA events on evenings and weekends as assigned. Saturdays from 11am-5pm may be scheduled as well, to work the Ketchum museum space. These assignments may exceed the prescribed 40 hour work week. This is a seasonal, full time, non-exempt position eligible for overtime when more than 40 hours are worked in a week. Job requires the flexibility to work nights and weekends according to The Center's calendar of programs and events.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work regularly requiring sedentary activity using a computer keyboard and mouse.
- Work requiring, on occasion, moderate physical effort including, but not limited to: walking and/or brisk walking, lifting 10-40 lbs, carrying boxes, climbing/descending steps or ladders.
- Work requiring, on occasion, standing without sitting for several hours.
- Work outside in direct sunlight or possible poor weather conditions.

Education/Experience Required:

- Administrative, Office, and customer service experience
- Ability to stay organized and focused on multiple, diverse tasks and deadlines despite frequent interruptions
- Cash handling experience
- Ability to stay calm, courteous, and productive in stressful situations
- General computer proficiency including a working knowledge of Microsoft Office including: Outlook email, Word, and Excel. Ability to use Adobe Photoshop and Illustrator are a plus. User knowledge of the Internet.
- An interest in the arts and enthusiasm for the public is essential.
- Valid Driver's License

The Sun Valley Center is an Equal Opportunity Employer

To Apply

Send resume and letter of interest and references to information@sunvalleycenter.org