

Monday, September 13, 2010

Finance Intern

To apply, submit your cover letter, resume, and a 1-2 page writing sample via email to info@dougvaroneanddancers.org, with "Finance Intern" in the subject line.

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Doug Varone and Dancers is seeking a finance intern for immediate hire. The position is 15 hours/week, and is unpaid, preferably for a minimum of 2-3 months. Applicants with Springtime availability should still apply.

Ideal candidates will be graduate or undergraduate students interested in Arts Administration, comfortable taking initiative on individual projects, working independently, but also able to take direction well and work as part of a team. Proficiency in Microsoft Word and Excel required. Familiarity with Giftworks and/or Quickbooks a plus.

Duties include:

- focus on documentation and processing of revenues
- work with Executive Director to evaluate and revise budgetary assumptions
- financial management and budget tracking
- preparation of financial reporting

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