

Tuesday, March 6, 2012

Internship for Monica Bill Barnes & Company

monica@monicabillbarnes.com

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Monica Bill Barnes & Company seeks a administrative intern with previous interest and training in arts administration for a part-time position.

Please send cover letter and resume to monica@monicabillbarnes.com.

Skills Needed:

1. Self-motivated learner, able to do independent research and time management
2. Strong Writing Skills (samples may be requested)
3. Experience engaging and working with social media platforms (Facebook, Twitter, Youtube)
4. Computer Proficiency: Microsoft Office, particularly Word and Excel
5. Familiarity with Quick Books and accounting
6. Friendly and efficient communicator
7. Ability to provide labor assistance, e.g. transportation of equipment and lifting of production equipment up to 50 lbs.

Familiarity with database management and e-blast support via email service providers such as mailchimp, or similar)

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[< back](#)

[previous listing](#) • [next listing](#)