



Business Administration Internship in New York!

Company is an exciting non-profit organization for the arts and creative development. Featuring studios, galleries, and other project space, the company provides room and encouragement for artists from many genres and mediums to develop their creativity in a way that enhances and benefits the community and surrounding environment.

With a variety of events, exhibits, and other types of shows and displays, the company has an array of activities and projects that can be a beneficial experience for anyone looking to advance their career. The company makes each intern an integral part of the team and provides quality, hands-on training for maximum exposure and skill building. Interns play a critical role in the administration of company's overall program.

Responsibilities:

- Assist in day to day operations of business flow and office procedures
- Participate in various programs and projects
- Gain exposure and understanding in financial aspects of administration
- Receive valuable training in communications within a business environment.

Candidate profile:

Excellent written and verbal communication skills, multitasking, reliability, team player, Mac proficiency (Word and Excel), basic Creative Suite knowledge a plus, experience with database systems (Salesforce a plus), strong organizational skills, interest in non-profit arts administration and contemporary art. Eligibility to work in the United States is required. Please note: candidates must be of junior-year college level or above to be considered. Serious inquiries only need apply.

Start: ASAP

Location: Brooklyn, New York

Duration: 3-6 months

Compensation: lunch and transportation