



OVERTON PARK SHELL

Internships at the Overton Park Shell are a way for talented college students to do more than interact with professionals in fields that interest them – our internships serve as gateways for students to partake in making the vision that we have for the Overton Park Shell a reality. Our mission is building community through free music and education, finding common ground in a diverse audience.

Title

Operations Intern

Description

The Operations Intern will gain major experience in the areas of nonprofit management, operations of the facility, nonprofit policies and procedures, systems management and more. The intern will act in an assistant role to the whole Operations team, and may help with a number of projects such as managing timelines and project deliverables, tracking major work in the facility, editing operational manuals and more.

Major Areas of Responsibility

Assists in planning and executing Operational goals
Assists Operations team with major projects

Desired Qualifications + Requirements

Experience with Microsoft Office
Project management experience a plus
Intermediate to advanced organizational skills
Advanced oral/written communication skills
Takes initiative, is self-sufficient and demonstrates high attention to detail
Exhibits kindness, patience and empathy
Driver's license & personal vehicle

Education + Experience

Current college student with at least 2 years of college completed
Majors with coursework in project management, business and/or nonprofit management a plus

Physical Demands + Working Environment

Must be able to work in a typical office environment and work on a computer for long periods of time

Hours + Duration of Internship

As specified by University requirements; flexible according to intern's overall schedule.

To apply, visit www.overtonparkshell.org/job-openings.