

METROPOLIS

P E R F O R M I N G A R T S C E N T R E

Position Title: Business Operations Intern
Department: Business/Accounting
Reports To: Business Manager

General Description: Business Operations/Accounting internship position with a \$3 million not-for-profit performing arts institution based in Arlington Heights, Illinois. Responsible for assisting the Business Manager in budgeting, accounting, organizing operations systems, and performing systems research.

Qualifications: Seeking degree in Business, Accounting, or Informational Systems; exemplary collaborative and communication skills; creative and detail minded; ability to meet deadlines; proficient with Microsoft Office; knowledge and love of the performing arts.

Description of Duties/Responsibilities:

- Filing of accounting and payroll documents
- Take minute notes for budget and staff meetings
- Organize operations systems (label computers, take asset inventory of phones, computers, etc.)
- Reconcile and check petty cash
- Systems research (leg work on central server, linking our software programs etc.)
- Assists the Business Manager on payroll and payables management and execution
- Assists in research on talent such as venue size, price points, etc. for 2009-10 Metropolis season
- Assists Business Manager in building budgets
- Miscellaneous other duties as assigned

Learning Objectives:

Throughout the internship, the intern will be able to:

- Maintain effective communication with his/her supervisor and the Metropolis staff
- Work successfully as a team player with the other members of the Metropolis staff
- Effectively manage his/her time
- Show a willingness to learn from and contribute to every situation
- Display a positive attitude in the workplace
- Utilize his/her own personal strengths for the betterment of Metropolis

As a result of this internship, the intern will be able to:

- Obtain applicable experience and exposure to everyday business demands
- Capitalize on newly developed strengths acquired from the internship experience.

Please fax (847.577.5992) or email (jobs@metropolisarts.com) your resume. No phone calls please.