



Muckenthaler

CULTURAL CENTER FOUNDATION

Job Description: Paid Internship – Arts Administration **Muckenthaler Cultural Center**

WORK SCHEDULE- 10-20 Hours/Week

Flexible Schedule within these hours: Tuesday to Friday, 10am to 6pm with some evenings (Thursday Nights) required in addition to regular daytime work.

JOB SUMMARY

Are you thinking of a career in Nonprofit Management or Administration? This is an opening for a driven individual who wishes to make a difference in North Orange County arts and culture. Candidate's primary responsibility would be in assisting our Executive Director and Director of Administration in the beautiful working environment of the Muckenthaler Cultural Center. The Muckenthaler is located on 8.5 acres of perfectly landscaped parklands on a hill overlooking Fullerton.

DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Basic website updates (no HTML knowledge necessary)
- Day-to-day production of events such as fundraisers and performing arts
- Program duties
- Grant writing
- Organization of office operations and procedures
- Correspondence (including composition of thank you letters) with patrons, other agencies, organizations and groups/ Board and Donor Relations
- Updating of organizational memberships
- Sharing of clerical and secretarial functions with other office staff efficiently
- Maintenance of office records including databases
- Monetary transactions
- All aspects of arts non-profit management
- Other related duties as required

QUALIFICATIONS

- Work well with public and staff - have a commitment to diversity and proven ability to work effectively with persons of diverse backgrounds and abilities is important.
- Be able to work a flexible schedule including evenings and weekends
- Have a current California Drivers license, valid auto insurance
- Be able to effectively manage multiple complex functions and achieve goals and objectives
- Be able to work independently, under pressure and handle multiple projects simultaneously
- Have strong verbal and written communication skills in English; have a pleasant phone voice.
- Familiarity with Word, Excel, and Outlook Programs (Gift Works a plus)
- Basic experience working with web sites (no HTML knowledge necessary); i.e. inputting data for websites/web maintenance
- Ability to work independently and complete assigned tasks within identified timeframes
- Positive attitude, flexibility and problem solving mentality.
- Bilingual Korean or Spanish a plus

STIPEND

Unpaid Academic Internship

APPLICATION PROCEDURES

Please email your resume and cover letter and direct all questions to:

Janette Pyun, Director of Administration

janette@themuck.org

Muckenthaler Cultural Center

1201 W. Malvern Ave.

Fullerton, CA 92833

714-738-6340

Fax 714-738-6366

DISCLAIMER This list of job elements, responsibilities, duties, requirements, or conditions is not exhaustive, but is merely the most accurate list of the current job; and management reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change (for example, emergencies, changes in personnel, workload, or technical development).