

Administrative Assistant Intern

Organization Description and Mission:

Musical Bridges Around the World, Inc. (MBAW) is a performing and visual arts nonprofit organization founded in 1998 in San Antonio, Texas. For 22+ years, MBAW has been curating and presenting innovative, multicultural, thought-provoking artistic performances; featuring musicians of the highest caliber from around the globe. MBAW serves a population of more than 25,000 annually, from school children to seniors. MBAW's mission is to transform lives through multicultural performing and visual arts by shattering barriers, creating connectivity and inspiring hope for those with least access. MBAW serves the public and disadvantaged communities, while fostering San Antonio's reputation as a cosmopolitan cultural center and promoting tourism.

Position Summary:

The **Administrative Assistant Intern (AAI) in an unpaid position.** The AAI reports directly to the Office and Grants Manager and plays a critical role in helping MBAW achieve its mission, vision, and goals. The AAI is responsible for a variety of significant activities, including but not limited to administrative and organizational support, assisting with grant reporting, invoicing, filing, and communications. The Administrative Assistant Internship with Musical Bridges Around the World offers college students the opportunity to gain nonprofit operations experience with an organization offering free and public programming to a local and global audience.

Personal qualities desired:

The applicant must be an efficient, self-motivated, multi-tasker with a pleasant personality and great writing skills. He/she/they must be able to prioritize, keep track of details, and achieve excellence on the job. The applicant will think outside the box and be creative and diligent. To thrive in this role, the applicant will need to love variety, to communicate well and to be well organized. The applicant may have experience from a different field but will have a proven ability to work under pressure and prioritize.

Key responsibilities:

- Provide administrative support to Office and Grants Manager.
- Assist with grant reporting, invoicing and artist and vendor contracts as needed.
- Support day-to-day operations and filing (both digitally and in the office).
- Accompany Office and Grants Manager to business meetings (virtually), take notes, follow up as requested.
- Assist in production logistics as needed, including: artist care, instrument and supply transport, delivery of printing materials, loading and unloading of catering (food, wine, event supplies) and office chores as needed.
- Work with Office and Grants Manager to organize expenses and maintain bookkeeping.
- Assist with event planning and coordination as needed and attend all events if/when they resume in person.

Requirements:

- Friendly and likable personality.
- Extreme attention to detail.
- Ability to produce business correspondence, as well as proofread them for correct grammar, spelling and punctuation with a high degree of accuracy.
- Basic business and finance administration knowledge.
- Perseverance in assigned tasks.

- Flexibility in schedule and willing and able to accommodate and improvise in a fast-paced production environment.
- Experience in Google Drive, Google Calendar, Microsoft Excel, Microsoft Word, Zoom and Adobe.

Hours of work:

This is a part time internship position; normally requiring 12 hours of work per week. There is considerable flexibility in arranging the hours, although some meetings or tasks may require attendance at a fixed time and may be held during evenings or weekends.

Workplace as of 06/14/2021 is both virtually, and at the MBAW office space located at 23705 IH-10 West, Suite 101, San Antonio, TX 78257. As a general rule, you will be expected to perform all work virtually or at this office during and at the hours of 10:00 am – 4:00 pm CST, Monday through Friday. In addition, you will be expected to be present at all concerts/events, in the case that they resume in person by the end of this internship (otherwise watching virtually when possible). *If you are applying for the summer internship, on-site event experience is not guaranteed as it generally falls outside of the active concert season.*

Terms and Conditions:

During your internship at MBAW, you hereby agree to comply with all terms of this job description, and the Employee Handbook attached hereto. You acknowledge that your employment as “Administrative Assistant Intern” is on an “AT WILL” basis and shall begin on the Effective Date and shall continue until terminated as described below. In the event you do not comply with any of these terms, MBAW may terminate your internship at any time by providing you with thirty (30) days prior written notice.

Code of Ethics

It is critical that you subscribe to and comply with our ethical standards, which include the following:

- Be loyal to the organization and do not discuss MBAW internal affairs with anyone.
- Manage your own internet public profile to avoid anything that reflects poorly on MBAW.
- Always dress appropriately for a world-class performing arts organization. • Avoid any and all conflicts of interest.
- Do not use MBAW contacts for your benefit or for the benefit of other arts organizations.

Dates and Deadlines

Spring Internship: January – May
Application Deadline: December 13

Summer Internship: June – August
Application Deadline: May 15

Fall Internship: September - December
Application Deadline: August 14

To Apply

Please email your resume to:
Diana Osborne
Office and Grants Manager
diana.mbaw@gmail.com