

# Rochester College - Internship Posting Request Form

## Organization Name

Paint Creek Center for the Arts

## Internship Position Title

Non-Profit Events Internship

## Internship Position Description and/or Expected Duties (please be as specific as possible)

What we are looking for: PCCA is a small but might team looking for individuals interested in growing their skillset and gaining experience in a professional art setting. The ideal candidate will be majoring in Communications, Event Planning, or Non-Profit Business Management and appreciate the arts.

Description: Intern will work closely with the PCCA team, and reporting to the Communication, Membership and Volunteer Coordinator. This internship is not a paid internship and requires 12-16 hours a week which will include some nights and weekends. Shifts are open and flexible.

### Responsibilities Include:

- Providing support to the Communication, Membership and Volunteer Coordinator
- Volunteer management and recruitment
- Event organization and management
- Soliciting donations as well as organizing donations
- Assisting in membership communication

### Required Skills:

- Team player with a positive attitude
- Excellent communications skills regarding writing and speaking
- Microsoft Office Suite
- Some database management knowledge
- Strong organizational skills
- Attention to detail
- Self-Starter

## Applicable College Majors (select all that may apply)

Management (School of Business and Professional Studies)

Mass Communication (School of Business and Professional Studies)

Strategic Leadership (School of Business and Professional Studies)

Social Entrepreneurship/Non-Profit (School of Business and Professional Studies)

**Contact Name (should be the Internship Supervisor)**

Shelby Gansler

**Contact Phone Number**

(248) 651-4110

**Contact Email**

shelby@pccart.org

**Organizational Address**

407 Pine St  
Rochester, Michigan, 48307

**The internship hours will be performed:**

At the organization's office

**Minimum number of required hours per week:**

Flexible

**The internship will be:**

Unpaid

**Position Opening Date**

Monday, August 19, 2019

**Position Closing Date (if applicable)**

Monday, December 3, 2018

**The duration/season of the internship (check all that apply):**

Flexible

**Has the organization hosted an Intern from Rochester College in the past?**

No

**PDF attachment of internship details, if available**

[Paint Creek Center for The Arts Non-Profit Events Internship.pdf](#)