Wisconsin Singers administrative position is an internship in a fun, exciting, fast paced environment that supports UW Madison’s non-profit entertainment company, Wisconsin Singers. Qualified student interns will assist Wisconsin Singers in its mission to provide professional performances meant to raise dollars for service/charitable organizations statewide.

For more information about the Wisconsin Singers please visit: www.WisconsinSingers.com/getinvolved

As part of our business team, our Administrative Assistant has the chance to develop your business and communications skills in a student-friendly environment. The Wisconsin Singers business team will work on short and long-term projects that will be developed throughout the year and implemented largely in the 2015-2016 academic year.

Administrative Assistant Intern Responsibilities:

- Manage a 6 member team of business interns
- Office and financial/budgeting management
- Coordinate communication with non profit donors and Wisconsin Singers alumni

Requirements:

- Organized and dependable work habits and excellent communication/writing skills
- An interest in the entertainment business
- Strong computer skills in Microsoft office program
- Ability to work in a team environment
- Detail-oriented, flexible and creative
- Must be a current UW-Madison student

Application Process, Hours and Compensation:

- An average of 8-10 hours a week during the academic year is expected with 2-4 hours per week during summer 2015.
- Internship to last entirety of the 2015-2016 academic year.
- UW Class credit and scholarship dollars
- Please submit a resume and cover letter that outlines your qualifications for this position by May 24 to intern@wisconsinsingers.com. Call 608.332.8245 with any questions.