Wisconsin Singers – Business Intern Description

Wisconsin Singers is looking to add qualified interns to our business management team. Our non profit business team facilitates Broadway-caliber events to raise dollars for statewide service and charitable organizations. Interns should be prepared to work in a fast-paced team environment that will generate hands-on experiences in a real world setting, right here on campus. For more information about the Wisconsin Singers please visit: www.WisconsinSingers.com/interns

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.

Business Intern Responsibilities:

- Work with a 6 member student intern team to plan, market and promote Wisconsin Singers show events
- Coordinate efforts of statewide community volunteers
- Budget management of Wisconsin Singers Partnered Shows

Requirements:

- Organized and dependable work habits
- Excellent communication/writing skills
- A passion for the business, marketing, and/or event planning
- 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 4-6 hours a week during the academic year is expected with some summer 2015 training per availability.
- 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.