



## Year-Round Internship Projects

### Human Resources

#### Human Resources Internship

The Human Resources intern will directly assist the VP of Human Resources with a variety of projects and tasks which relate to compliance, onboarding, and recruiting. The HR internship is geared towards students studying human resource management, psychology, and business administration.

Responsibilities may include:

- Employee Handbook; review of current policies and procedures and assisting to develop a handbook for use with year-round staff and for seasonal staff
- New Hire Orientation Program; assist in updating and developing training program for new year-round and seasonal staff
- Wellness Committee; sit in on monthly meetings, offering suggestions for the promotion of fitness, nutrition and stress management activities, demonstrations and training and development to promote a healthy workplace
- Attend a local SHRM chapter meeting with VP of HR when a topic of interest is presented
- Musikfest and Oktoberfest staffing, training and development opportunities, etc.
- Assist in the development and roll-out of employee recognition programs, tracking, reporting and promotion
- Sit in on staff meetings when available to do so
- Interns will be required to work at least **16-24** hours per week or as needed to fulfill credit requirements

Qualifications

- Currently enrolled in a full time undergraduate or graduate degree program
- Strong administrative skills and the ability to handle multiple tasks at once
- Excellent written and verbal communication
- An interest or passion for the arts is a plus
- Able to set and adhere to strict deadlines

The internships listed above are generally available year-round except where noted. If you are interested in one or more of the internships listed above, please follow the **Application and Timelines** posted on our website at [www.artsquest.org/info/internships](http://www.artsquest.org/info/internships) for all the details for qualifying and applying.