



ArtsQuest Database Administration Intern

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ArtsQuest is looking for a passionate and dedicated intern to assist the Strategic Systems Support Administrator, along with the development and membership team in navigating and managing data through a variety of tasks and projects. The intern will get hands-on experience in a nonprofit database administration, aiding in the cleanup and management of three database systems, building and distributing of queries and reports, and coordination and entry of data.

Among other duties, the intern will assist in:

- Campaign implementation with strategic data analysis and management
- Export, clean, and pull data for reports/lists as needed
- Deduping and certifying RE NXT records
- Analyzing data to help increase Membership, Circle, and general donation programs
- Creation of training guides
- Streamlining of processes and procedures
- Other projects as needed

Requirements may include

- Coordinating data needs with staff members
- Interns will be present at the majority of membership events
- Conducting research and compiling data
- Performing other related tasks, such as information maintenance and input within relationship database to manage and track current and prospective member and donor information
- Students are required to work at least **15-25** hours per week or as needed to fulfill credit requirements
- Summer interns are required to be present for all ten days of Musikfest

Qualifications:

- Must be currently enrolled in a full time undergraduate or graduate degree program with the ability to earn internship credit
- Strong database management skills
- Excellent organizational skills and an eye for details
- Ability to work independently and as a team player
- Strong written and verbal communication skills
- Prior experience with fundraising database management is a plus

If you are interested in applying to the internship outlined above, please visit our website at www.artsquest.org/internships and fill out the application form. If you have any questions please contact internships@artsquest.org.