



Program: **Salazar Arts Internship Program**
Position: **Finance Intern**
Status: 8-week paid internship; 20 hours per week
Duration: Summer Program June 3, 2024 – July 31, 2024
Reports to: Chief Financial Officer
Location: Performing Arts Houston, Jones Hall, 615 Louisiana St, Houston, TX 77002
Compensation: \$15.00/hr

Performing Arts Houston is an equal opportunity employer – we value diversity. All are encouraged to apply. Strong candidates will work in alignment with Performing Arts Houston's [Mission and Values](#).

The **Finance Internship** will provide hands-on, practical experience in various aspects of business, finance, and accounting as related to operating a large performing arts non-profit organization. The Finance Intern will work under the supervision of the Chief Financial Officer to assist in day-to-day accounting, create annual budgeting templates, maintain files and records, and update reports, databases, and materials for the annual financial audit. Working in this fast-paced department, the intern will gain a broader understanding of business and finance, non-profit management and the performing arts industry. The intern will engage in a one-on-one mentorship relationship with the Chief Financial Officer for adaptive tasks based on the skillset and interests of the intern. Skills gained in this internship will translate to a variety of endeavors and interns can expect to gain experience in areas related to accounting, budgeting, project management, finance, business, and analytics. The intern will get to see financial reporting and bottom-line results as both actualities and abstractions from the point of transaction in the box office all the way to their ramifications in forecasting. Additionally, summer interns will participate in cohort activities designed to introduce a broad range of career opportunities within the non-profit arts field.

The Finance Intern will report directly to the Chief Financial Officer and work closely with the Accounting Manager. The intern can expect to interface with other key staff members across departments, including (but not limited to): Box Office Operations, Development, Production, and Marketing & Communications. The intern will also work closely with volunteers and other interns.

This position is an eight (8) week, paid, part-time internship beginning on June 3, 2024 – July 31, 2024. The intern is expected to work 20 hours per week, scheduled Tuesday through Thursday, from 9:30AM – 4:00PM. Some evenings or weekends are required, depending on PAH presentation schedule and special events. The intern should have a reliable form of transportation, as some local travel is expected. Parking in the Theater District Parking lot will be provided by PAH.

At the request of the CFO, the finance intern may return as the finance intern for the Fall 2024 and Spring 2025 internship cohorts. Applicants only interested in a summer internship are still encouraged to apply.

Potential interns must pass a background check and provide proof of COVID vaccination and booster.

Primary Responsibilities:

The intern's responsibilities will include (but are not limited to) the following:

- Assist in the preparation of financial reports
- Conduct fixed asset inventory
- Assist in general ledger activities and day-to-day accounting
- Assist Chief Financial Officer in preparation for annual audit
- Analyze ticket sales and show profitability trends
- Consolidate and organize files and databases
- Manage inventory of financial records
- Attend relevant PAH events and participate in intern activities
- Other duties as assigned

Essential Skills/Qualifications:

The ideal candidate will be a currently enrolled undergraduate student who will be returning to college as a senior in the fall of 2024.

The ideal intern should have an interest in business, finance, accounting, non-profit administration, arts administration, or the performing arts and be pursuing a major or minor in a business related field. Additionally, the ideal intern is self-motivated, enthusiastic, organized, and meticulous with knowledge and experience in Microsoft Office, specifically Excel, preferably at an advanced level.

If you think you can excel in this role, even though you do not meet 100% of the qualifications, we encourage you to still apply. Performing Arts Houston is committed to considering a broad range of applicants for this position.

How to Apply:

Interested candidates should send an email with the subject line "Salazar Arts Internship Program" to education@performingartshouston.org with the following:

- A cover letter addressing your interest in the Salazar Arts Internship Program. The letter should also address the specific department internship positions for which you are applying
- A resume
- A copy of unofficial transcripts
- One letter of support from an arts administrator or faculty member from your school
- Please apply by or before 6:00PM on April 26, 2024