

American Rhythm Center Fall Intern CHRP/ARC



Job Summary

The position of American Rhythm Center (ARC) Intern will primarily be responsible for supporting the ARC Program Manager with general operational tasks, managing studio rentals, social media posts, as well as the development and execution of projects, programs, and events. As the managing organization of ARC, this position also involves assisting Chicago Human Rhythm Project (CHRP), staff/programs, and the Founder/Director on an as-needed basis. Interns will work partially in an administrative role, and partially in a customer service role, to provide the highest quality of service to our customers, clients, patrons, donors, partners, and friends of the organization.

Responsibilities

- Assisting ARC Manager in the implementation of program plans
- Assisting CHRP Staff with annual projects
- Registering clients for classes
- Meeting daily/monthly sales goals set by ARC Program Manager
- Effectively, quickly, and respectfully addressing concerns of current/prospective clients
- Taking calls regarding ARC/CHRP Programming
- Assisting with the dissemination of material pertaining to ARC/CHRP programs
- Generating content for ARC/CHRP Social Media platforms on a daily basis
- Keeping accurate records of attendance to ARC/CHRP classes, events, and workshops
- Cultivating and maintaining relationships with business partners
- Daily cleaning and maintenance of ARC studios, locker rooms, and reception area
- Additional tasks may be added as needed by management level personnel

Eligible Candidates will possess the following skills:

- 1 year of customer service experience (Required)
- Experience with MindBody (Preferred)
- Experience with Constant Contact (Preferred)
- Experience using Microsoft Office and Google Drive
- Experience with Social Media platforms including Facebook, Instagram and Twitter (Required)
- Flexibility with schedule (typical work week usually around 18-20 hrs/wk.)
- Friendly and approachable personality/People Person (Required)
- Strong communication skills both written and verbal (Required)
- Excellent time management skills (Required)
- Reliable team Player (Required)
- Problem solver/ability to multi-task

Compensation:

- \$1000-\$1200 stipend for 14-week minimum internship
- Aug/Sept 2019 (exact start date flexible within month) – December 2019
- All are welcome to apply - college-enrollment is not necessary

To apply, please submit resume, references, and cover letter to: hmccaffrey@arcchicago.org.

No calls please

CHICAGO HUMAN RHYTHM PROJECT
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