

The
HANOVER THEATRE
for the Performing Arts

EMPLOYER: The Hanover Theatre for the Performing Arts

TITLE: Finance and HR Intern

DESCRIPTION: Interns in the Finance/ HR Departments work with the Director of Finance and HR primarily to assist in the completion of related projects and tasks. Projects will be distributed based on each intern's related skills, and will be worked to completion. These projects may include work with customer service, payroll, HR functions, FYE Audit, etc. These internships are educational in nature and therefore interns are meant to supplement the work already being done in the department.

DAY TO DAY TASKS MAY INCLUDE:

- Completion of basic office tasks
- Work with confidential financial data
- Research and compiling of information
- Collaboration with members of other departments in order to complete assignments
- Continued progress on larger projects

REQUIRED COMMITMENT:

- 15-20 hours per week (times TBD)
- Monday-Friday
- 1 Semester (# of weeks varies by semester)

REQUIRED ATTRIBUTES:

- Must be college age and pursuing a degree in business, management, or a related field
- Excellent written communication skills
- Proven self-starter and desire to take initiative
- Ability to successfully work independently
- Strong research and analytical skills
- Punctual and dependable
- Flexible and proficient at multitasking, able to move from one task to another easily
- Proficient in Microsoft Word, Excel

To apply for this internship, please email a cover letter and resume to internship@thehanovertheatre.org

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