

DATABASE MANAGER

Position Description Summer, 2010 – May 2011

APPLICATION DEADLINE: May 24, 2010

Overview:

The internship through the Eau Claire Jazz Festival is an excellent opportunity to gain experience in database management. Intern will organize and maintain our databases to keep us current with contact information. The position entails sorting and developing an internal system for our organization to use as well as working closely with the webmaster to maintain online contact data. This opportunity can be structured as an internship for academic credit, service learning, or as on-the-job experience. Hours are 5-8 hours per week. Regularly scheduled meetings with Jazz Festival leadership are expected.

Responsibilities:

- Build databases for contact lists, director information, marketing and communication needs
- Oversee and maintain current databases
- Work closely with festival staff to develop new databases

Required Qualifications:

- Sophomore or above standing at UW-Eau Claire
- Detail Oriented
- Proficiency in Excel
- Strong communication and organizational skills
- Strong knowledge in computer software and programming
- Must be reliable, responsible and very flexible
- Daytime availability: intern must be able to work in campus office two times per week for at least two hours at a time

Preferred Qualifications:

- Major or interest in Information Technology, communications or business
- Involvement or interest in the UWEC Music department

Please email your resume to: Patty@eauclairejazz.com or mail to:

**Eau Claire Jazz, Inc.
P.O. Box 1401
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A Community Partnership