

Eau Claire Jazz INC.

INTERNAL OPERATIONS MANAGER

Position Description

Fall 2010-May 2011

APPLICATION DEADLINE: September 17, 2010

Overview:

This internship provides an excellent opportunity for a student interested in internal operations management to obtain real-life experience developing tracking and receipting processes to support the Eau Claire Jazz Festival. The intern will work closely with a community based financial and management team. This internship has a requirement of 10-15 hours per week. Weekly scheduled meetings with Jazz Festival reps are expected. Intern may receive Service Learning hours as well as university internship credit.

Responsibilities:

Primary responsibilities include developing internal tracking and receipting procedures for ticket sales, t-shirt sales and registration.

Registrations for UWEC Jazz educational days:

- Participate as part of a team to develop a registration tracking process, developing an excel database/record keeping tool to include contact information and receipting of fees and other purchases.
- Record all registrations, payments and communicate information with the treasurer.
- Communicate with the UWEC Jazz Coordinator or designated Directors liaison on a regular basis.

Ticket Sales

- Participate as part of a team to develop a ticket sales tracking process that integrates with the current on line purchases site.
- Develop an excel database record-keeping tool to include contact information, receipting of ticket purchases and ticket distribution.
- Create and implement the ticketing process tracking tool to manage the ticketing process.
- Record all ticket orders and prepare financial deposits of receipted funds.
- Communicate with Jazz Executive Team on a regular basis.

Purchases

- Participate as part of a team to develop a process to track sales of T-shirts/posters or other Festival specific merchandise.
- Develop an excel database record-keeping tool to receipt sales purchases.
- Develop merchandise tracking process for stock totals and sales/ locations.
- Implement the purchases tracking process tool.
- Record all JF merchandise sales and prepare financial deposits of receipted funds.

Required Qualifications:

- Sophomore or above standing at UW-Eau Claire
- Strong accounting, management and organizational skills
- Mastery of basic word processing applications and computer skills; adept at MS Word and Excel
- Must be reliable, responsible and very flexible
- Day-time availability: intern must work in campus office 2-3 times per week for at least two hours

Preferred Qualifications:

- Major within Math, Business Administration, Economics Business, Management, Communications or Marketing
- Involvement or interest in the UWEC music department

Please e-mail your resume and cover letter to Patty@eauclairejazz.com or mail to:

Eau Claire Jazz, Inc. | P.O. Box 1401 | Eau Claire, WI | 54702

A Community Partnership