



## Texas Cultural Trust Administrative Intern

### About the Texas Cultural Trust:

Established in 1995, the Texas Cultural Trust is a 501(c)(3) nonprofit organization that promotes the importance of the arts in education, economy, workforce and culture of Texas. The Texas Cultural Trust supports the programs of the Texas Commission on the Arts and other qualifying state agencies. Programs of the Texas Cultural Trust include the biennial Texas Medal of Arts Awards, the Young Masters Program, Arts and Digital Literacy Initiative, Art Can, and Texas Women for the Arts. For more information, please visit [www.txculturaltrust.org](http://www.txculturaltrust.org).

### The Opportunity:

The Texas Cultural Trust is looking for an administrative intern with high attention to details, who will focus on the day-to-day activities of the Texas Cultural Trust. This position will learn many functions of daily operations of non-profit, including:

- Providing support with projects and initiatives
- Maintaining constituent database
- Crafting correspondence
- Assisting with other various assignments for all staff
- Event preparation and execution
- Research
- Answering phones as needed

### Preferred Qualifications:

- Proficient in Microsoft Office Suite and Excel
- Strong communication skills (written and verbal)
- Possess a high level of organizational skills and attention to detail
- Experience with constituent database is a plus

### Hours / Salary / Location:

We are flexible and will work around school hours. The Texas Cultural Trust is requesting a commitment of 12-20 hours per week. Internship is paid at \$10/hour; however, parking is not included.

If interested, please contact: [info@txculturaltrust.org](mailto:info@txculturaltrust.org) with your resume and a brief explanation of your interest.