



NFA Office Internship – 2023 Convention

Internship Description

The NFA is seeking an office intern to join the NFA team preparing for the 2023 NFA 51st convention, August 3-6, 2023, at the Phoenix Convention Center, Phoenix, AZ.

Music students, flute students, and arts administration students are especially encouraged to apply. Interns are expected to work 12 hours per week – which includes one day in the office in downtown Chicago (Tuesday) and the remaining hours as remote work, to be completed on a pre-agreed schedule and location.

The Office intern will gain hands-on experience in a variety of key areas, including member services, convention planning, marketing, and general administration. Specific areas include assisting with registration-related inquiries and administration, preparation of materials and signage for the NFA store at the convention, and working with the Office and Convention Associate, Membership Manager, and Executive Director on convention administration and preparation.

Interns should be hard working, detail oriented, and have a positive attitude. Strong interpersonal communication, writing, editing, and organizational skills are required. Candidates should have proficiency in Microsoft Word and Excel, as well as the ability to meet deadlines and effectively manage time while accomplishing multiple tasks.

The office intern must be located within commuting distance of the downtown office in Chicago for the duration of the office internship. COVID vaccination is required.

If available, the office intern will also join the admin team in Phoenix for the convention. Duties during this part of the internship will include the following:

- Preparation of the NFA booth in the exhibit hall
- Shifts at the NFA booth
- Registration duties
- General administration with the NFA staff team

Pay & Dates: Office internship (Chicago)

June 1 – July 28, 2023

Stipend for office internship June 5 – July 28: Approx. \$1,400 based on \$15 per hour for office hours prior to the convention

College credit available

NFA membership

Convention internship (Phoenix)

July 31 – August 6, 2023

\$200 for week of the convention, August 1 – August 6

Convention registration

Hotel accommodation Tues - Sunday

Economy air travel from Chicago to Phoenix (local transportation not provided)

How to apply

To apply, please email your resume, and a cover letter telling us your availability, why you are interested in working for the National Flute Association, and what unique talents you will bring to our team, to the Executive Director, jclarke@nfaonline.org with the subject line "Office Intern Application". NFA welcomes applications from candidates from diverse backgrounds. Applications must be submitted by May 1, 2023.