



NFA Office Internship – 2022 Convention

Internship Description

The NFA is seeking an office intern to join the NFA team preparing for the 2022 NFA Golden Anniversary convention, August 11-14, 2022, at the Chicago Hilton, 720 S Michigan Avenue, Chicago, IL.

Music students, flute students, and arts administration students are especially encouraged to apply. Interns are expected to work between 8 and 12 hours per week – which includes one day in the office in downtown Chicago (Tuesday) and the remaining hours, if needed, are 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 preparation of materials and signage for the NFA store at the convention, assisting with customer service at the convention, and working with the Office and Convention Associate 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. Graphic Design skills are a plus. 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 and the Hilton Downtown Chicago for the duration of the internship. COVID vaccination is required. Masks are strongly recommended at the convention.

Dates: When filled - through August 16, 2022
Pay: Stipend: Approx. \$800 based on \$15 per hour for office hours prior to the convention and a \$200 stipend for the week of the convention.
College credit available
Local travel reimbursement
Convention registration
NFA membership

Hotel accommodation is not provided.

How to apply

To apply, please submit your resume, and a short 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. NFA welcomes applications from candidates from diverse backgrounds. Applications must be submitted by July 15.