

# Operations Intern

Sitar Arts Center  
1700 Kalorama Rd. NW, Suite 101  
Washington, D.C. 20009

**Sitar Arts Center's Program Operations Intern** supports the program staff with primary duties pertaining to the general operation of multidisciplinary arts classes and lessons; support of all artistic areas including music, dance, visual arts, digital arts, drama, creative writing; and other program, administrative, and operations-related events, activities, systems and concerns.

The Program Operations Intern reports to the Operations Coordinator.

## Students and Families

- Interact with students and families on a daily basis, making them feel welcome and valued
- Assist with student sign in and daily snack distribution
- Assist with the preparation of the Center for students
  - Ensure all rooms are ready for student and faculty arrival (clean floors, tables, sinks, bathrooms)
- Assist with Ballet Leotard disbursement, recording, deposit system
- Provide support for aftercare
  - Pick up students, coordinate activities

## S.E.A.L Teen Program

- Maintain a database on members of the program to track retention, progress and successes
- Assist with planning of fieldtrips and guest speakers
- Chaperone 1-2 fieldtrips/events for S.E.A.L.
- Assist the SDP and SDO with the evaluation assessment of the program (i.e. distributing and collecting evaluations) to build on and meet the growth and development needs of the program for its members and Sitar
- Create community service activities and writing contest assignments
- Manage effective communication with S.E.A.L. members throughout the semester

## Camp Sitar

- Assist with preparation and planning of camp activities, trainings and scheduling
- Assist with Musical Theater performances
- Assist with administrative tasks required for efficient and effective camp operations
  - Assist with camp mailing
  - Assist with the preparation of daily forms; update and make available for use
  - Contact families for updated information
  - Monitor student drop off and pick up
  - Assist with meals- preparation, disbursement, clean up
- Provide support in monitoring daily camp transitions/activities

## **Registration**

- Enter information into database and produce receipts and other information for families and staff regarding registration
- Ensure that all registered student's forms are complete and additional required materials submitted
- Assist with managing Drop/Add process
- Assist with mailings and communicating with families regarding registering for classes
- Provide support for billing
  - contact families regarding payments
  - assist with mailings

## **Administrative**

- File and archive student files
  - Scan/shred forms as necessary
- Assist with Center maintenance and art room upkeep
- Assist with class supply order and storage of supplies
- Provide support for evaluations, disbursing forms, compiling data and arranging focus groups

## **Other**

- Attend weekly staff meeting, weekly check in with Operations Coordinator, and bi-weekly programs meeting.
- Creative tasks such as assisting with a class or teaching a class, depending on the Intern's skill level.
- Other duties as assigned by Operations Coordinator and director level staff.