



EXECUTIVE OFFICE INTERN

The National Comedy Center is currently seeking interns for its 2024 internship program. This is an excellent opportunity to get involved with an award-winning non-profit cultural institution and national-scale destination to gain real-world experience, learn new skills, and make connections. The state-of-the-art National Comedy Center was recently named the “Best New Museum” in the country by *USA Today* and one of the “World’s Greatest Places” by *TIME* magazine.

The Executive Office Intern will support the office of the Executive Director. Working with the Executive Director and the Executive Assistant, the intern will help execute hospitality and travel needs for talent and VIPs during summer programming season.

RESPONSIBILITIES

- Aid in daily workflow of the Executive Office, including calendar management, answering phones, scheduling meetings, attending meetings as needed, and note taking.
- Assist with reservations, travel and hospitality for National Comedy Center staff, talent, VIP guests.
- Assist the Executive Assistant with database management, including Blackbaud/Raiser’s Edge and iWave.
- Support the Executive Director and Executive Assistant in their planning and execution of hosting talent and VIP guests during events, including the Lucille Ball Comedy Festival.
- Other duties as appropriate and necessary.

REQUIREMENTS

- Must have high organizational and time management skills.
- Must have strong oral and written communication skills.
- Ability to provide outstanding hospitality to talent and VIP guests.
- Basic office skills including an understanding of Microsoft Office.
- Interns must complete a minimum of 15-20 hours per week. Hours are flexible.
- All interns must complete at least 4 hours each week on the National Comedy Center floor to learn how the attraction operates, interact with visitors, and increase their comedy knowledge.
- During the week before and the week of the Lucille Ball Comedy Festival in August, hours may increase to full time but remain flexible (each intern can work out schedule with supervisor).
- Interns will utilize their personal laptops during the internship. If other arrangements are needed, please discuss upon acceptance into our program.

CONTACT

To apply, please submit a resume and cover letter to internships@comedycenter.org. Phone/Skype interviews are also available for students who cannot interview in Jamestown.