



**Job Description: Unpaid Internship – Arts Administration**  
**Muckenthaler Cultural Center**

**WORK SCHEDULE**- 10-20 Hours/Week

Flexible Schedule within these hours: Tuesday to Friday, 10am to 6pm with some evenings (Thursday Nights) required in addition to regular daytime work.

**JOB SUMMARY**

Are you thinking of a career in Nonprofit Management or Administration? This is an opening for a driven individual who wishes to make a difference in North Orange County arts and culture. Candidate's primary responsibility would be in assisting our CEO and COO in the beautiful working environment of the Muckenthaler Cultural Center. You will learn how to run a nonprofit cultural arts center by working closely with the CEO and the COO. Included in the skills you will learn are grant writing, event production, donor and member correspondence and much more! The Muckenthaler is located on 8.5 acres of perfectly landscaped parklands on a hill overlooking Fullerton.

**DUTIES AND RESPONSIBILITIES**

Duties may include, but are not limited to, the following:

- Day-to-day production of events such as fundraisers and performing arts
- Grant writing
- Organization of office operations and procedures
- Sharing of clerical and secretarial functions with other office staff efficiently
- Maintenance of office records including databases
- Other related duties as required

**QUALIFICATIONS**

- Work well with public and staff - have a commitment to diversity and proven ability to work effectively with persons of diverse backgrounds and abilities is important.
- Be able to successfully complete a detailed task.
- Have strong verbal and written communication skills in English.
- Familiarity with Word, Excel, and Outlook Programs, Google Docs
- Positive attitude, flexibility and problem solving mentality.
- Bilingual Korean or Spanish a plus

**STIPEND**

Unpaid Academic Internship

**APPLICATION PROCEDURES**

Please email your resume and cover letter and direct all questions to:

Janette Pyun, Director of Administration

[janette@themuck.org](mailto:janette@themuck.org)

Muckenthaler Cultural Center

1201 W. Malvern Ave., Fullerton, CA 92833

714-738-6340

Fax 714-738-6366

**DISCLAIMER** This list of job elements, responsibilities, duties, requirements, or conditions is not exhaustive, but is merely the most accurate list of the current job; and management reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change (for example, emergencies, changes in personnel, workload, or technical development).