



INTERN ANNOUNCEMENT

Position Title: Database Technology Intern

Pay: \$14/hour

Time Commitment:

Combination: 2 days in Atlanta office/Remote

Spring / Fall Semester: 12-15 hrs per week – at least 3 days week

Summer Semester: 16-20 +hrs per week

Projected Start: May 2023

Projected Duration: May 2024 (Prefer candidates for a full year)

Reports to: Director, Database & Technology

South Arts is a non-profit organization seeking a self-directed IT intern with a passion for technology, collaboration, and creative problem-solving. The intern will actively contribute to meaningful projects and work closely with IT staff.

IT Intern Duties and Responsibilities

- Support the IT team in maintaining hardware, software, and other systems.
- Assist with troubleshooting issues and provide technical support.
- Organize and maintain IT equipment.
- Research software and hardware solutions and make recommendations.
- Assist in the maintenance of IT standards and documentation.
- Monitor logs and report findings.
- Lend IT support in areas such as cybersecurity, analytics, data center management, and database administration.
- Assist with data inventory.
- Perform other related duties as required.

Skills Required

- Computer Science, Information Technology, or Management Information Systems major
- Minimum GPA of 3.0
- Familiar with Microsoft Office Suite
- Strong verbal and written communication skills
- Excellent analytical and problem-solving skills
- Ability to work well in teams
- Strong work ethic and attention to detail

Learning Goals

- Intern will gain hands-on experience in an IT position.
- Intern will benefit from shadowing and training experiences with knowledgeable professionals.



About South Arts: South Arts is a non-profit regional arts organization founded in 1975 to build on the South's unique heritage and enhance the public value of the arts. South Arts' work responds to the arts environment and cultural trends with regional perspective. South Arts offers an annual portfolio of activities designed to address the role of the arts in impacting the issues important to our region, and to link the South with the nation and the world through the arts.

The organization works in partnership with the state arts agencies of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee. It is funded by the National Endowment for the Arts, member states, foundations, businesses, and individuals.

DISCLAIMER:

Interns are not employees of South Arts and are not eligible for benefits or worker's compensation.

EQUITY STATEMENT:

South Arts is an inclusive employer and adheres to Equal Employment Opportunity Commission standards. South Arts does not and shall not discriminate based on race, color, ethnicity, national origin, religion, age, disability, genetic information, gender, gender expression, sexual orientation, pregnancy, marital status, military status, economic status, or geographic location in any of its activities or operations. South Arts is an Equal Opportunity Employer and values diversity, equity, inclusion, and accessibility.

TO BE CONSIDERED FOR THIS POSITION:

Please send, **via electronic mail**, your resume, with a brief (3-5 sentences) introduction to:
HR Recruiting, South Arts, hrrecruiting@southarts.org