

Position Announcement & Description

Midland Center for the Arts
Midland, MI

Position Title: Human Resources Intern

Supervisor: Human Resources Manager

Classification: Internship (Expected Roughly 14 Hours, at least 8 MON - THUR)

Salary: \$500 monthly stipend

Last Updated: SEP 7, 2023

About Midland Center for the Arts

The Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 275,000SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally-produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

World-class entertainment and programming begins with sharing the stories and experiences that look like the world. At Midland Center for the Arts, we strive to create a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms while pursuing our mission as the cultural destination for the Great Lakes Bay Region. Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

Position Concept:

Reporting to the Human Resources Manager, the Human Resources Intern will be responsible for a variety of tasks, including but not limited to, filing, documentation, and reviewing documents for accuracy and compliance.

Principal Duties and Responsibilities Include but are not Limited to:

1. Document Review/Management

- a. In conjunction with the Human Resources Manager, the Intern will be responsible for assisting in document reviewal to ensure all personnel files are up to date, and include all necessary information. This includes creating new files as new hires are brought on.
- b. In conjunction with the Human Resources Manager, the Intern will be responsible for assisting with various processes such as running background checks and helping gather report information.
- c. Creating and reviewing a master file of various information.
- d. Organize and review G drive folders and information.
- e. Process/review/retrieve information on Paycor.

2. Other Duties as Assigned Including but not Limited to:

- a. Assist in preparation for various events (birthday celebrations, anniversaries, etc.).

PREFERRED KNOWLEDGE, EXPERIENCE AND ABILITIES

- Currently seeking a degree in Human Resources Management or Related Field- Required
- Able to maintain a high standard of confidentiality
- Excellent organization, communication, and problem-solving skills supporting the ability to prioritize and get responsibilities done accurately and in a timely fashion.

Note: All Midland Center for the Arts staff, are required to be fully vaccinated against Covid-19. Covid-19 vaccinations will be required prior to start of work.

Self-determined schedule (expected hours of roughly 14, with at least 8 hours during Monday-Thursday business hours)

APPLICATION INFORMATION

Email Cover Letter and Resumé to:

hr@midlandcenter.org

Deadline: Open until filled