JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Intern Management Assistant</th>
<th>Job Code:</th>
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<tbody>
<tr>
<td>Dept:</td>
<td>23 – Executive</td>
<td>FLSA:</td>
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<tr>
<td>Division:</td>
<td>500000 – Cultural Affairs</td>
<td>EEOC:</td>
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<tr>
<td>Location:</td>
<td>75 Calhoun Street</td>
<td>Work Comp:</td>
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<tr>
<td>Reports To:</td>
<td>Manager - Ticket Office</td>
<td>EM Status:</td>
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<tr>
<td>Normal Schedule:</td>
<td>Mon – Fri, 8:30 a.m. – 5:00 p.m.</td>
<td>Pay Grade:</td>
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<td>REG07</td>
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SUMMARY
Manages a variety of general office activities in support of the Office of Cultural Affairs (OCA) and Piccolo Spoleto by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. May require evenings, weekends, and holidays as scheduled. Other duties may be assigned.

Generates Piccolo Spoleto intern offer letters and provides to candidates for review and signature.

Tracks intern offer letters and forwards signed letters to Human Resources.

Coordinates with Human Resources to confirm interns are cleared for assignment and maintains individual intern binders to include; signed offer letter, emergency contact forms, Internet & Email usage policies, OCA contact lists, blank timesheets, and log in information.

Schedules dates and times for Intern badge photos and ensures all material is available by the scheduled time.

Compiles House Management training manuals, to include safety information, a list of venues, and house management policies and procedures.

Conducts intern orientation/training day and creates agendas.

Works with OCA staff to schedule interns as House Managers at all Piccolo Spoleto events.

Acquaints incoming interns with office procedures and introduces them to staff.

Schedules and assigns interns to office hour duties, ensuring they are trained on programs such as WordPress and Constant Contact.
Distributes and communicates final House Management schedules.

Manages and guides Piccolo Spoleto Interns in all aspects of their duties.

Conducts wrap up session with Ticket Office Manager.

Covers House Management shifts as needed to maintain appropriate staffing.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES
This job may supervise employees on a daily basis. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning and directing work and reporting heightened problems or situations to management.

EMERGENCY RESPONSIBILITY
In the event of major storms or other emergency situations, this position may be subject to 24-hour shifts or any other emergency schedule that is necessary to meet the City's needs.

DECISION-MAKING AUTHORITY
Follows general policies and procedures and makes regular decisions impacting subjects or employees under their responsibility. The employee may collect data, establish facts and draw conclusions on which to base decisions. The decisions affect the immediate workgroup or customer involved and may impact the operations of the division or organization. Decisions may be reviewed and reversed by a higher authority.

QUALIFICATIONS
To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School diploma or general education degree (GED); and two to three years of related experience/training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid South Carolina Driver’s License.

COMPUTER SKILLS
To perform this job successfully, an individual should have a thorough knowledge of Microsoft Windows, Outlook, Excel and Word or similar software.

LANGUAGE SKILLS
Ability to comprehend general instructions. Ability to read and understand safety manuals, operating and maintenance instructions and procedure manuals. Ability to write routine reports and business correspondence. Ability to effectively present information in small group situations with coworkers and the general public. Ability to respond to common inquiries or complaints from the general public.

MATHEMATICAL SKILLS
Ability to perform basic mathematical functions including addition, subtraction, multiplication and division in whole numbers, decimals, fractions and currency.
REASONING ABILITY
Ability to apply common sense understanding to carry out general written or oral instructions where only limited standardization exists. Ability to interpret a variety of general instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SAFETY
The employee must establish and maintain a positive behavior toward occupational safety and health. Foster this positive safety attitude within the department. Ensure that all operations are performed with the utmost regard for the safety and health of all city employees. Ensure all new and existing employees within the department receive all required training as outlined throughout the City of Charleston’s Safety Manual. Ensure through frequent inspections, that the work environment within the department is safe and that employees are working in a safe manner. Ensure all noted safety and health deficiencies are reported to the Safety Committee, corrected immediately and not repeated. Conduct monthly safety meetings with emphasis on noted deficiencies/injuries and corrective actions taken. Investigate and submit the Report of First Injury/Illness relating to all departmental accidents within 24 hours of each occurrence. Ensure adequate personnel protective (PPE) equipment is available and employees are wearing the appropriate PPE for the job assignment.

NOTICE
The above statements are intended to describe the general nature and level of work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications of employees assigned to this job.