

FORELAND is Hiring

Job Overview: The Foreland Office Intern will assist with daily business and office administrative duties to ensure Foreland is functioning efficiently. This role is best suited for extremely organized, affable individuals who love being around people. And, like all Foreland staff members, are willing to roll up their sleeves and do whatever needs to be done.

General Intern Roles and Responsibilities:

- Management of Foreland's digital workspaces and systems.
- Organize calendar.
- Assist the tenant onboarding process.
- Keep Studio clean, organized, and well stocked.
- Perform general assistant duties, act as direct assistant to the Executive Director. - Water plants, organize, and stock the Light Room.
- Basic errand running for standard business operation.
- Organize weekly Team Lunch.
- Order merch or other creative brand goods as needed.

Roles and Responsibilities, Expanded:

Manage Foreland's digital workspaces

- Oversee Info email and Google Admin; set up new employee emails, update passwords.
- Keep Google Drive organized and updated following established system. - Update MailChimp with new emails following events, Dashlane with new/changed passwords, Website when necessary, and Foreland Manual with changes.

Manage Studio Calendars

- Keep the Google and Whiteboard calendar up to date with upcoming events, meeting, visitors, and staff schedules
- Include large business expenses on Google Calendar for credit card purposes. I.e. if Stef takes someone out to dinner for business purposes, include “Stef dinner with x” on calendar

Keep the Studio clean, organized, and well stocked.

- Take out trash and cardboard daily
- Water plants weekly in studio and Light Room
- Sweep/mop studio, wipe down surfaces weekly
- Maintain office supply organization and stock

Lookout for points of issue across the Foreland Campus; resolve the issues or direct them to the appropriate Team member.

- Walk through the Lightroom, bathrooms, and outside common areas often. Clean/restock when necessary, direct larger Campus issues to Foreland Foreman/Executive Director
- Organize mailroom
- Empty trash cans as needed

Perform general assistant duties, act as direct assistant to the Executive Director

- Check the mailroom daily and bring mail up to the Studio. Keep the mailroom clean and organized. Complete all package returns before return window ends -

Pick up lunch, make shopping runs, etc.

Qualifications and Skills:

- Interest in office management or administrative assistance of an arts business.
- Excellent organizational and time management skills.
- Strong communication and interpersonal abilities.
- Ability to work independently and as part of a team, and attitude of “no task is too small”.
- Proficiency in Microsoft Office and Adobe Suites.
- A proactive approach to problem-solving and strong decision-making skills.

This role is a fantastic opportunity for someone who enjoys a diverse range of tasks and is keen to contribute significantly to the smooth running of an office environment. The successful candidate will be a key player in fostering a pleasant and efficient workplace.

Candidates can send a cover letter and resume to Jesse@forelandcatskill.com