

# WhartonARTS

Helen H. Cha-Pyo, Artistic Director

## **Wharton Institute for the Performing Arts** *Volunteers and Internships*

### **Job Summary**

Wharton Institute for the Performing Arts is seeking volunteers and interns to join our dynamic administrative team. This is a great opportunity for a student seeking experience in non-profit arts administration or a member of the community wishing to make a positive impact through Wharton's life-changing mission of excellence in performing arts education.

**Job Function:** Operations/Student Services/Marketing assistance and administrative tasks as assigned.

**Approximate Hours Per Week:** Schedule is flexible. 5-10 hours weekly desired.

**Qualifications and Requirements:** Use of MS office suite – Word, Outlook, and Excel preferred. Detail-oriented. Interns will work in our Berkeley Heights and/or New Providence locations. Must provide own transportation to/from our offices.

**Salary Level:** Unpaid

**To become a Wharton Arts volunteer or intern, email [info@whartonarts.org](mailto:info@whartonarts.org) or call 908-790-0700.**

*The Wharton Institute for the Performing Arts' mission is to provide the highest quality performing arts education to a wide range of students in a supportive and inclusive environment, where striving for personal excellence inspires and connects those we teach to the communities we serve.*

*Wharton is New Jersey's largest independent non-profit community performing arts education center serving over 1,500 students through a range of classes and ensembles including the 14 ensembles of the New Jersey Youth Symphony, which serve 500 students in grades 3 – 12 by audition. Beginning with Out of the Box Music and Pathways classes for young children, Wharton offers private lessons, group classes, and ensembles for all ages and all abilities at the Performing Arts School. With the belief in the positive and unifying influence of music and the performing arts and that arts education should be accessible to all people regardless of their ability to pay, Wharton teaches all instruments and voice and has a robust musical theater program. Based in Paterson, New Jersey, the Paterson Music Project is an El Sistema-inspired program of the Wharton Institute for the Performing Arts that uses music as a vehicle for social change by empowering and inspiring children through the community experience of ensemble learning and playing.*