

Northwest Folklife

Database Administration Internship

Northwest Folklife Internship Program:

Interning at Northwest Folklife can be the experience you need to gain a career in event planning, festival production, the music industry, nonprofit management, marketing, fundraising and a whole host of other fields. Interns at Northwest Folklife take on a significant role in executing the largest free community arts festival in the nation, and learn how to increase visibility and strengthen the sustainability of a non-profit organization.

Before you apply:

- Housing and transportation are not provided. Prospective interns should carefully consider their financial needs as the internships are unpaid.
- Start and end dates, hours per week, and days of the week are all negotiable based on the intern's availability
- All applicants must be able to commit to working Memorial Day weekend, (May 28th-31st, 2010) NO EXCEPTIONS.
- Computer resources are limited; prospective interns with laptops are encouraged to apply.
- Academic credit for internships must be arranged by the intern with their sponsoring institution. Academic credit is up to the discretion of the intern's college or university.

The Database Administration internship:

Northwest Folklife is in the process of migrating from an older database to a newer, more flexible one. The new database will need to be configured so that it stores information in a useful and accessible fashion. Northwest Folklife will use the new database along side the old database for the 2010 Festival as a "soft run" to ensure full functionality before making a permanent switch. This intern will work with the Director of Operations and Technology to develop a training session for staff.

Identified Learning Outcomes:

- Learn to administer and use the Dataflow Workspace database system.
- Learn to adapt existing software tools for the needs of a specific client.
- Learn to train a largely techno-phobic clientele to use a sophisticated software application.

Who Should Apply?

The Database Administration Intern should possess the following:

- A working knowledge of one or more database tool (at the very least Access, but preferably others as well).
- Proficiency with Microsoft Excel.
- A working degree in computer science or technology (preferred but not required)
- Patience and a calm demeanor.

Additionally, anyone with a love of music, arts, and cultural is encouraged to apply.

Internship Title: Database Administration Intern

Supervisor: Director of Operations and Technology

Start Date: November 2009

End Date: June 2010

Hours per week: 15-20

To Apply:

Please send your resume and a cover letter via email to Holly Decker, Community Engagement & Volunteer Coordinator at holly@nwfolklife.org with your desired internship in the subject line. Although we prefer electronic methods, you may also submit your resume to:

Northwest Folklife
Attn: Holly Decker
305 Harrison St.
Seattle, WA. 98109

