

JACKSON HOLE CENTER FOR THE ARTS
PO BOX 860
240 SOUTH GLENWOOD
JACKSON, WYOMING 83001

The Jackson Hole Center for the Arts seeks an intern to create a facilities capital reserve database.

A capital reserve is a fund or account set aside for major long-term investment projects or other anticipated expenses, and The Center needs one to anticipate maintenance and replacement costs for all aspects of buildings and grounds. Example: the building's flat roof has a life expectancy of 30 years. The building is 12 years old, leaving 18 years until replacement. The replacement cost in today's dollars \$180,000. Therefore the yearly reserve capital needed is \$10,000/yr. without an inflation rate.

The intern will have access to The Center's copy of Reserve Analyst Software (<https://reserveanalyst.com/demovideo.html>), along with information from a reserve study from 2014 completed by The Center's builders, and the support of Ron Gessler, The Center's Director of Facilities and Maintenance and several buildings and grounds committee members.

This unpaid internship is an ideal pre-professional opportunity for a student interested in the construction industry. Some knowledge of construction would be helpful but is not necessary. Estimated time to complete the project is 60 to 80 hours. Applicants should contact Ron Gessler, at ron@jhcenterforthearts.org. To apply, please include a resume, a brief letter of interest, and contact information for two references.