## Dates of Internship and Hours of Work

Internships require 120 hours of student work for 3 hours academic credit during the course of the semester. This is approximately 10 hours a week during the Fall and Spring. Summer internships tend to vary more due to the nature of the term. If your internship will require students to work significantly more than 10 hours a week or will be expected to work additional hours beyond the 120 hours required by the Arts Management Program, please include that information here.

10 hours a week at least, during show weeks this might be extended.
**Job Description and Interns Responsibility**
Please include as much information as possible about the nature of work the student will be doing.

Mainly working with the Theatre Administrator handling box office, customer support and relations, website and social marketing updates, helping to maintain marketing campaigns for the theatre and individual shows. If the intern so desires they might also be able to work with the Artistic Director on Show and season related tasks.

**Qualifications/Skills Required**

| Proficient in computer skills especially in Excel and Word. Knowledge of Facebook, Twitter, and other social media/marketing tools. Exceptional customer service and interpersonal skills. self-starter with problem solving skills. Able to carry 40 lbs and climb stairs. |

**LEARNING OUTCOMES**
** Students are required to identify goals and desired learning outcomes for their internship. Please list those specific skills that an intern will have the opportunity to learn while working with your organization.**

| Box Office Management including: member management and tracking, ticket sales and operations, volunteer organizing and relations. Theatre marketing: Ad sales and sponsorship drives, marketing planning, social marketing. Theatre Operations: seeing and being a part of the daily operations of a Non-profit Community Theatre |

**Compensation?** Please indicate if this internship is paid, unpaid or if there is a stipend.

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