### Application for an Arts Management Intern

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<thead>
<tr>
<th>Submission Date</th>
<th>2016-07-08 13:12:51</th>
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<tbody>
<tr>
<td>Name of Organization</td>
<td>Flowertown Players</td>
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<tr>
<td>Type of Organization</td>
<td>Non-Profit Community Theatre</td>
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<tr>
<td>Supervisor Name</td>
<td>Heather Pallay</td>
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<tr>
<td>Supervisor Title</td>
<td>Theater Administrator</td>
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<tr>
<td>Supervisor Email Address</td>
<td><a href="mailto:heather@flowertownplayers.org">heather@flowertownplayers.org</a></td>
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<tr>
<td>Supervisor Phone Number</td>
<td>(843) 875-9251</td>
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<td>Organization Website</td>
<td><a href="http://www.flowertownplayers.org">www.flowertownplayers.org</a></td>
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<tr>
<td>Mailing Address</td>
<td>133 South Main Street, Summerville, SC 29483</td>
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#### Internship Terms (all applicable)
- Fall
- Spring
- Summer

#### Deadline to Apply
- Fall, Sept 1
- Spring, Jan 1
- Summer, May 1

#### Internship Position Title
- Administrative Intern

#### Dates of Internship & Hours of Work
Interns are expected to complete a minimum of 10 regularly scheduled hours per week. Missed time can be made up on show weeks. Box office hours are Wed - Sat | 12-6pm and one hour prior to each show, Tuesdays are purely administrative and hours are determined by needs. Internship schedules will be determined based on both the student & theatre's needs.

#### Internship Description and Responsibilities (please be as specific as possible)
Intern will work primarily with Theatre Administrator to handle box office, customer support and relations, website and social marketing updates, helping to maintain marketing campaigns for the theatre and individual shows. Interns may choose to spend some time working with the Artistic Director on show and season related tasks.

#### Qualifications /Skills Required
- Proficient with computers, especially data processing programs such as Excel & Word.
- Knowledge of Facebook, Twitter and other social media/marketing tools such as HootSuite.
- Exceptional customer service and interpersonal skills.
- Solutions oriented self starter.
- Must be able to lift 40 Lbs, climb stairs, and perform other expected routine tasks as needed for maintaining daily office and theatre operations.

#### Skills learned during internship
- The successful internship hopes to provide intern with Box Office & Theatre Management experience including: member management, tracking and relations, ticket sales, volunteer coordination and relations, content and database management, and many other aspects of daily operations.
- The successful internship will result in the student gaining valuable marketing training, including: ad sales and sponsorship drives, marketing planning, editorial calendars, social media marketing, and more.