



## 2018-2019 Arts Administration Internships

### Description:

Heart of America Shakespeare Festival's Arts Administration Internship provides a semester-long opportunity for college students to learn how a mid-size professional arts organization operates. The intern will assist with day-to-day operations of the organization, assisting with administrative needs of the office, answering the office telephone, greeting all visitors, and assisting other departments with tasks as assigned. With guidance of full-time staff mentors, the intern will cultivate skills that support the intern's professional goals.

- Fall internship: September 11, 2018 - December 14, 2018
- Spring internship: February 11, 2019 - May 10, 2019

### Requirements:

- College Sophomore, Junior, or Senior
- Excellent verbal and written communication skills
- Proficient in Microsoft Office
- Organizational skills and attention to detail a must
- Self-motivated problem solver
- Willingness to learn and receive guidance
- Committed to working 10-20 hours per week during regular office hours (9am-5pm)

### Compensation:

College credit through your school/department, networking opportunities with theatre professionals, and credit on your resume.

### How to Apply:

Applications for the fall internship are due August 31, 2018.

Applications for the spring internship are due January 25, 2019.

All candidates should submit the following materials:

1. Cover letter explaining:
  - Career Goals
  - Your interest in Arts Administration
  - Why you want to serve as an intern at Heart of America Shakespeare Festival
  - Time frame explaining your availability
2. Resume with 3 references

### All materials should be sent to:

#### Katherine Gehrlein

Director of Operations and Community Relations

Heart of America Shakespeare Festival

3732 Main Street

Kansas City, MO 64111

[kgehrlein@kshakes.org](mailto:kgehrlein@kshakes.org)

816-531-7728