



ARTS ADMINISTRATION AND PARK INTERNSHIP

SUMMER 2020 DESCRIPTION

The **Summer Arts Administration Internship** provides an opportunity to learn how a professional arts organization operates in the midst of a busy, exciting production schedule as the Heart of America Shakespeare Festival presents *The Tempest* for its 28th season June 16 – July 5, 2020. **Internship dates are May 11 - July 10, 2020.**

Office Admin Intern responsibilities may include: handling the box office, soliciting donations for nightly raffles, counting nightly tickets from food vendors and generating ticket reports, assisting with marketing and PR as needed, and general office functions.

Park Admin Intern responsibilities may include: customer service and assistance at the Festival's home in Southmoreland Park, nightly setup and strike of lobby and street closure areas, inventorying merchandise, helping with nightly raffle and drawing, handing out programs, guest count and food and drink ticket sales.

Interns will gain hands-on experience working and networking with industry professionals and patrons, while learning how a non-profit theatre company operates from the inside. College credit can be received through your school/department depending on the applicant's school policies.

RESPONSIBILITIES MAY INCLUDE:

- Handling box office for nightly performance reserved seating
- Creating patron tracking system for reserved seating and VIP events
- Counting nightly tickets from vendors and generating ticket reports
- General office functions: answering phones, filing, data entry
- Assisting with marketing and PR as needed
- Park supply inventory
- Soliciting donations for the nightly raffle and generating a raffle/drawing mailing list and signage
- Park cleanup and maintenance
- Nightly setup and strike of lobby and street closure areas
- Customer service and assistance in the park

BENEFITS PROVIDED:

- Practical hands-on experience working with non-profit arts professionals
- Shadowing, mentoring, and training opportunities
- Opportunity to participate in organizational events
- Compensation available

TO APPLY:

Please submit a cover letter, resume, and two letters of recommendation to **Clarate Heckler**, Director of Operations and Community Relations at heckler@kcsakes.org.