



Arts Administration Internship

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, specifically 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.

- Spring internship: January 16, 2024 - May 3, 2024

Preferences:

- College Sophomore, Junior, or Senior

Requirements:

- Excellent verbal and written communication skills
- Proficient in Microsoft Office and Excel
- Organizational skills and attention to detail
- 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 spring internship are due January 3, 2024.

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:

Hannah Fuhlhage

Operations and Community Relations Manager

Heart of America Shakespeare Festival

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Kansas City, MO 64111

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816-531-7728