

ARTS ADMINISTRATION

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 its 32nd season June 11 – June 30, 2024.

Internship dates are May 7 – July 5, 2024.

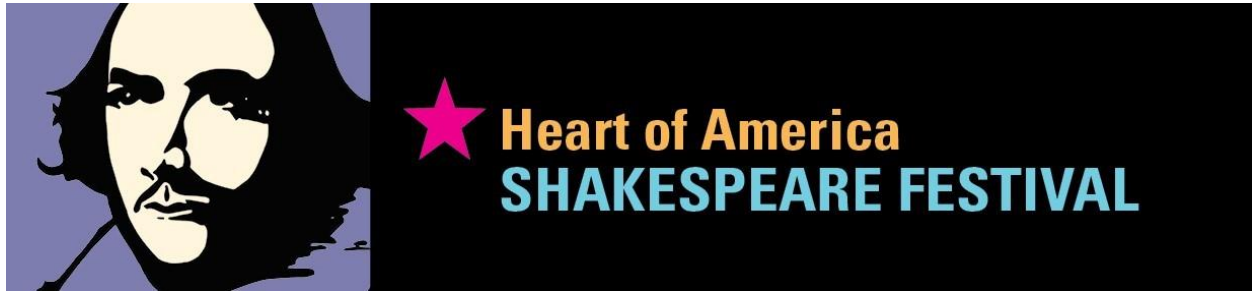
Office Admin Intern responsibilities may include: handling the box office, soliciting donations for nightly raffles, counting nightly tickets from food vendors and generating ticket reports, assisting with marketing and PR as needed, and general office functions.

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 reserved seating in the park for each nightly performance
- Creating patron tracking system for reserved seating, meals and VIP parties
- Counting nightly tickets from food vendors and generating ticket reports
- General office functions, including answering phones, filing, and data entry
- Assisting with marketing and PR for the Festival as needed
- Taking 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 nonprofit 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 **Hannah Fuhlhage**, Operations and Community Relations Manager, at hfuhlhage@kcshakes.org. The deadline for submission is **Monday, March 4, 2024**.