



# 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 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.

- Spring internship: January 15, 2025 - May 9, 2025 (dates negotiable depending on class schedule)

## 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 2, 2025.

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

3732 Main Street

Kansas City, MO 64111

[hfuhlhage@kcshakes.org](mailto:hfuhlhage@kcshakes.org)

816-531-7728