

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 34th season June 16 – July 5, 2026.

Internship dates are May 12 – July 10, 2026.

Arts Admin internships are available in the HASF office and in Southmoreland Park, where the Festival's outdoor performance will take place. Specific responsibilities for each area are listed below. 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.

Office Admin Intern responsibilities may include:

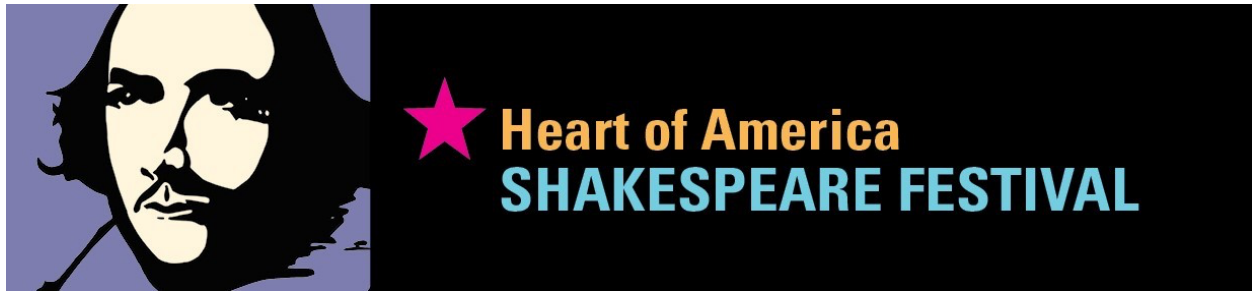
- Handling box office for reserved seating in the park for each nightly performance
- Creating patron tracking system for reserved seating, meals and VIP parties
- Counting nightly tickets from food vendors and generating ticket reports
- General office functions, including answering phones, filing, and data entry
- Assisting with marketing and PR for the Festival as needed

Park Admin Intern responsibilities may include:

- 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
- College credit (if available through your institution)
- Stipend (amount dependent upon specific position)



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 priority consideration is **Friday, February 20, 2026**; the deadline for regular submission is **Friday, March 6, 2026**.