

JOB DESCRIPTION: THEATRE PROGRAM INTERN

General Overview:

The Theatre Program Intern assists the Administrator and the Artistic Director in the general day-today functioning of the Theatre Program. They perform administrative and other duties as necessary. The intern should always be aware of the overall upkeep of Theatre Program notice boards and spaces and help to maintain them. The Theatre Intern will also be tasked with the distribution of posters and flyers, and other publicity materials to on-campus locations. The Theatre intern might also be asked to assist with Box Office staffing, as needed.

The Theatre Program Intern reports directly to the Theatre Program Administrator, and through her to the Artistic Director of the Theatre Program.

If the Intern has any questions about the nature and scope of these duties (or is uncomfortable performing any of them), please see the Administrator or Artistic Director of the Theatre Program at the start of the semester in which they are working.

The Theatre Program Intern works a minimum of 8 hours/week.

Daily responsibilities and expectations include (but are not limited to; please see General Checklist below):

- Punctual arrival for work (in accordance with schedule agreed upon by employee, Theatre Program Administrator, and Artistic Director)
- Upkeep and cleanliness of Theatre Intern Office and General Program Spaces (including 202F, Sloan Studio, and Adjunct Office and Conference Room/Library as needed)
- Intern desk and area kept neat and clean at the end of the workday/shift.
- Stocking coffee/tea/sugar/mugs and other supplies in the Copier Room and Green Room
- Upkeep and cleanliness of the Green Room and Lobby areas
- Retrieval/delivery of mail and packages from Post Office
- Retrieval/delivery of mail and packages from Department of English
- Regular checking of all Program noticeboards; posting of new material and removal of outdated material or material that does not relate to Theatre Program or theatre student activities, as necessary
- Answering phones and taking messages
- Staffing of the office in the absence of full-time staff
- Photocopying
- Filing
- Distributing flyers, posters and other promo and PR materials (including VIP letters and “Please Announce...” letters) to on-campus locations or by mailing
- Hanging past production posters and images, as needed
- Creating painted banners for Theatre Program productions/events and delivering them to WC
- Posting about Theatre Program activities to various social media accounts (Instagram, Twitter, Facebook) and trying to build an increased social media presence for the Theatre Program
- Assisting with the Box Office and its staffing (as needed)
- Assisting with special events, as needed
- Performing other miscellaneous tasks/errands as required

IMPORTANT NOTES:

Should the Theatre Program Intern occupy other positions within the Theatre Program (actor, stage manager, AVE, ME, etc.), these positions and their responsibilities do not preclude the Intern performing duties of the Theatre Program Intern in full.

The Intern might be called on to make coffee or run errands (including for food pickup at the Pit) on occasion. These services help staff and faculty maximize time and are appreciated.

General Checklist:

Each workday, please begin by:

1. Checking that all mugs (and other food utensils/plates/receptacles) are washed or cleaned and returned to the Copier Room (some may have ended up in the Green Room and the Adjunct Office). Replenish fresh water in the two jugs next to the coffee machine. Stock the appropriate containers with sugar, coffee, etc.
2. Check to see that food and beverage surfaces in the Copier Room are wiped down and clean, and that other areas clear, clean and organized.
3. Check that 202F, Sloan Studio, the Conference Room and the Adjunct Office are organized and presentable (and that trash cans in those areas are empty).
4. Check that the Green Room sink surfaces are clean and organized, and that tables in the Green Room are clear of any stray, orphaned materials. Stray items may be housed in the Lost & Found bin in the Green Room. Stock the appropriate containers with sugar, coffee, cups, etc.
5. Check the Lobby and ensure that it is organized and clean, and that tables, benches, etc. are stowed in appropriate locations.
6. Check and retrieve mail and packages from the downstairs mailroom and package store, and distribute as applicable.

At the end of each day, please:

1. Leave the Theatre Intern Office clean and clear of items (it is used by others at night, on occasion).
2. Make sure that all mugs (and other food utensils/plates/receptacles) are washed or cleaned. Replenish fresh water in the two jugs next to the coffee machine.

Ongoing Projects/Responsibilities

- **Updating *The Bible*.** The Bible is updated at the start of every semester. Please update this with the current semester/season's information (which can be got from the Artistic Director and from the Administrator, or other Theatre Program staff or faculty).
- **Updating and Mailing the Theatre Brochure Distribution List and Theatre and other Mailing Lists.** The Theatre Program Annual Brochure gets sent to past artists and other recipients. The Intern updates the spreadsheet of those recipients from the previous season with mailing address and other pertinent information.
- **Updating the Students by Year List.** The Theatre Program keeps an ongoing list of students listed by year (first year, sophomore, etc.) This list needs to be updated throughout the year with students active in the Program, both onstage and backstage.
- **Reserving Banners at WC for Theatre Program Productions.** Banners should be reserved online for Theatre Program mainstage productions, and for the *One-Act Play Festival* and *URPerforming!* Mainstage show banners are reserved from the Wednesday before opening night (for the allowed time); *One-Act Play Festival* and *URPerforming!* banners are reserved from the Monday before opening for the duration of the event.