

JOB DESCRIPTION: THEATRE PROGRAM INTERN

General Overview:

The Theatre Program Intern assists the Administrator, the Artistic Director, the Production Manager, and any other Theatre Program faculty or staff in the general functioning of the Theatre Program. The position requires a minimum of 8 hours of on-site work/week. The Intern performs day-to-day administrative, publicity, and other duties as necessary. They also perform minor house-keeping chores, including the overall upkeep of Theatre Program spaces (including cleaning of mugs and work surfaces, as needed) and notice boards, helping to maintain them. The Intern creates social media posts (all platforms) for the Program, creates banners for Wilson Commons, and may be asked to create and distribute other publicity materials physically to on-campus locations and/or electronically. The Intern might be asked to assist or update the Theatre Program website, mailing lists, or other web-related tasks. They might also, on occasion, be asked to assist with Box Office staffing.

The Intern reports directly to the Theatre Program Administrator, and through them 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), they are requested to please see the Administrator or Artistic Director of the Theatre Program before accepting the position.

The Intern works a minimum of 8 hours/week, is independent, task/goal oriented, and needs minimal supervision. Initiative and being a “self-starter” (able to identify and realize/fulfill/complete tasks that need to be done without direct instruction to do so) is valued, as are familiarity with social media networks and computer literacy (Word, Excel, Mailchimp, etc.)

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 Copier Room, as well as general Program spaces (including 202F, Green Room, Lobby, Sloan Studio, and Conference Room/Library as needed)
- Stocking and cleaning of coffee/tea/sugar/mugs and other supplies in the Copier Room and Green Room
- Social Media postings, maintenance of social media accounts, website updates, as needed.
- Maintenance and updating of class lists, mailing lists, and other dissemination lists as requested.
- Retrieval/delivery of mail and packages from Post Office
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- 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
- Staffing of the office in the absence of full-time staff
- Photocopying
- Filing

- Creating and distributing flyers, posters and other promo and PR materials (including VIP letters and “Please Announce...” letters, as requested) to on-campus locations or by mailing
- Hanging past production images and other materials, as needed
- Creating painted banners for Theatre Program productions/events and delivering them to WC
- 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.

Requirements

- Detail-oriented student who can work unsupervised and independently, a self-starter with initiative
- Excellent communicator
- Good computer skills and significant proficiencies with social media (all platforms)
- Creative (design/crafting/painting skills are a plus, but not required)
- Experience with website maintenance a plus, but not required
- Ability to work quickly and with attention to accuracy and detail