

## **Theatre Management Intern**

**Description:** Theatre Management intern will have the opportunity to engage in all aspects of Nonprofit Theatre Administration. This area encompasses Human Resources, Finances, and General Management as they specifically relate to the performing arts realm. Intern reports directly to the Administrative Manager. Great position for students interested in building a career in Theatre Administration, Arts Administration or Nonprofit Management.

### **You Will Learn:**

- Proper Accounting Procedures for Nonprofits
- Subscription and Donation Processing
- Basic Administrative Skills
- General Human Resources Practices
- The Difference between a Union and a Non-Union Actor
- Incoming and Outgoing Mail Management
- How to Facilitate Space Rentals
- Basic Patron Service and Vendor Relations
- Filing System Maintenance
- Calendar Management
- Volunteer Management

### **Duties May Include but Not Limited To:**

- Oversee Projects for Office Volunteers
- Create and Maintain/Update all Hire Packets as needed
- Assist with Hour Tracking for Actors
- Shadow / Assist contract writing
- Maintain facility calendar records and reservations
- Help facilitate theatre rentals
- Maintain extensive Filing System
- Assist with Incoming and Outgoing Mail Organization
- Assist with Monthly Reconciliations
- Assist with Weekly Box Office Reconciliations
- Clerical tasks, such as copying and organizing materials.
- Research, Research, Research!
- Special Projects as assigned

### **Specific Requirements:**

- Keen Attention to Detail
- Intermediate to Advanced Experience with Microsoft Excel preferred
- Ability to show discretion in dealing with confidential information
- Strong Organization Skills