

## **Audience Development Intern**

**Description:** The intern will report directly to the Patron Services Manager. Intern will have the opportunity to engage in all areas of audience development and engagement. Great opportunity for students pursuing careers in Theatre Administration or Arts Administration.

### **Learning Opportunities in this position:**

- Critical Writing Skills
- A Behind-the-Scenes look at how a professional theatre company
- Basic Administrative Skills
- Filing System Maintenance

### **Duties Include but not limited to:**

- Organize, update and maintain list for group tickets including donated tickets, full price and discounted groups
- Create email and phone reach out plan for various groups
- Brainstorm ways to find new audiences including theme nights, community building, education events and audience perks
- Act as lobby liaison and host including answering questions about subscriptions
- Help with loyalty building events including subscriber parties
- Help process, seat, print and mail subscriptions
- Help with volunteer program including volunteer recruitment and appreciate events

### **Specific Requirements:**

- Theatre Major or Minor preferred
- Strong Attention to Detail
- Strong Organizational Skills
- Proficient with Microsoft Office
- Creative Thinking Skills