

Company Management/Casting Intern

Description: The Company Management/Casting intern will have the opportunity to engage in all aspects of Nonprofit Theatre Administration & Casting Procedures. This area encompasses General Management, Operations, Finance and Production Casting as they specifically relate to the nonprofit performing arts realm. Intern reports directly to the Company Manager and Casting Director. Great position for students and recent graduates interested in building a career in Theatre Administration, Arts Administration or Nonprofit Management.

Learning Opportunities in this position:

- Basic Administrative Skills
- Incoming and Outgoing Mail Management
- Basic Patron Service and Vendor Relations
- Proper Accounting Procedures for Nonprofits
- General Human Resources Practices
- Employee & Volunteer Engagement
- Filing System Maintenance
- Calendar and Facilities Management
- The Casting Process – from scheduling and assisting with auditions to database maintenance, offers, releases and everything in between
- A Behind-the-Scenes look at how a professional theatre company casts a season
- Union and non-union rules & regulations for actors
- How to Differentiate between Independent Contractors and Employees
- Artist outreach and proper communication skills
- Critical performance assessment skills
- Interpersonal artist relations

Duties May Include but Not Limited To:

- Oversee Projects for Office Volunteers
- Create and Maintain all Hire Packets and Seasonal Contracts as needed
- Assist with Facility Calendar Records and Reservations
- Facilities Rental Promotions
- Maintain extensive Physical & Digital Filing Systems
- Assist with General Office Maintenance & Supply Inventory
- Incoming and Outgoing Mail Organization
- Assist with Weekly Staff Newsletter
- Assist with Outreach & Recruitment for Volunteer Usher Program
- Attend all Staff Meetings, Safety Team Meetings & Other Meetings as Requested
- Assist with Internal Company Events
- Assist in Casting Database maintenance
- Audition scheduling, booking, on-site preparation, material printing, room set up and day of coordination, acting as a reader when needed
- Assist with casting@sfplayhouse.org email organization & resume perusal/filing
- Dramaturgical and Actor Research
- Assist with Casting Form Maintenance and Updates as needed

Specific Requirements:

- Keen Attention to Detail
- Analytical Approach to Problem Solving
- Proven Ability to show discretion in dealing with confidential information
- Strong Organization Skills
- Strong Written & Verbal Skills
- Critical & Creative Thinking Skills
- Script analysis skills