



## Lifeline Artistic Administration Internship Job Description

**Start Date:** Flexible (after January 1, 2018)

**End Date:** Flexible (before July 1, 2018)

**Hours:** Flexible, minimum 20hrs per week

Lifeline's Arts Administration Internship is designed to provide students and young professionals with a well-rounded experience working at a professional not-for-profit theatre. Our internship covers all areas of management and production, so that interns gain an understanding of what it takes to keep a theatre company running.

The benefits to the intern include working with a team of professionals who care deeply about producing quality theatre adaptations, arts education, and community involvement. The selection of assignments and projects within our various departments will vary depending on the intern's interests and the timing of the internship.

A Lifeline Artistic Administration intern should exhibit the following qualifications:

- Strong interest in the arts
- Comfortable interacting with theatre patrons
- Ability to multitask
- Excellent attention to detail
- Excellent problem-solving abilities
- Strong organizational skills
- Comfortable working on solo projects as well as collaborating with a team
- Ability to meet project deadlines

Applicants must be current college sophomores, juniors, seniors, or recent graduates.

### **WHAT WILL I BE DOING AT LIFELINE?**

The Lifeline internship encompasses nine different categories pertaining to the daily activities of maintaining a mid-size theatre company. While the staff will do its best to accommodate each intern's particular areas of interest, the goal is to give participants a well-rounded experience by providing tasks and Master Classes in each area. Interns can expect to be working with three or four separate departments on any given day. Some examples are (may vary depending on the quarter/semester):

- **Administration:** Preparing financial reports & audits, preparing contracts for casts and production teams, assisting with recruitment of future interns, filing, organizing archival materials
- **Artistic:** Participating in the Lifeline Storytelling Project, attending rehearsals and production meetings
- **Casting:** Scheduling casting sessions, sitting in on auditions
- **Development:** Writing grant proposals, researching current and potential donors
- **Education:** Assisting with camps, workshops, and residencies
- **Event Management:** Setting up/striking for readings, parties, and special events
- **Front of House:** Processing single ticket phone orders, season subscription orders, and ticket donation requests; preparing daily sales reports and weekend ticket reports.

- **Marketing:** Postering the neighborhood, assisting in website updates or social media, researching special audience groups
- **Production:** Maintaining storage of production stock, assisting in production builds where possible, helping maintain equipment

Interns are also required to assist with one front of house shift per weekend

Past **Master Class** topics have included:

- Advocacy
- Behavioral Interviewing
- Behavioral Styles
- Cultural Planning
- Donor Cultivation
- Education/Arts Integration
- Financial Management
- Goal Setting and Feedback
- Literary Solicitation
- Grant Writing
- Marketing Plans

Applicants must be current college sophomores, juniors, seniors or recent graduates.