



Arts Management Intern

2020 Paid Summer Internship Opportunity

Founded in 1967, Encore Stage & Studio's mission is to build life-long appreciation for live theatre by involving young people in all aspects of theatre arts --onstage, backstage, in the classroom, and in the audience.

Encore achieves this through two primary avenues: high quality, developmentally appropriate theatrical productions that are by and for young people and enriching, curriculum-enhancing educational classes and workshops.

www.encorestage.org

Job Summary: The Intern will have the opportunity to learn about all facets of Arts Management in a dynamic and professional environment. The Intern's primary responsibility is to assist full time staff with marketing and development efforts in conjunction with Encore's summer production of *West Side Story*, summer camps, and upcoming 2020/2021 season. The Intern will also be an active participant in activities involving education programs, donor relations, community outreach, box office, production research, and more.

Qualifications: The Intern must be a current undergraduate student or recent college graduate. The Intern should have a friendly, professional demeanor, and feel very comfortable interacting with patrons, students, and families. Excellent writing and communication skills as well as familiarity with Excel and Word processing software are a must. Ability to work independently on projects is essential. Preference may be given to candidates who are majoring in marketing, communications, or arts management. Experience with Adobe Creative Cloud programs, as well as photography and video editing skills are desired.

Commitment: Eight—ten weeks between mid-June and late August/early September, with flexible start and end dates. Must be available some evenings & weekends.

Location: Encore's Main Campus is located at St. Andrew's Episcopal Church (4000 Lorcom Ln. Arlington, VA 22207). There is regular travel between the office, camps, and production locations. Transportation is the responsibility of the intern; access to a car is strongly recommended.

Stipend: \$530/every other week.

To Apply: Please send cover letter and resume. For best consideration apply by Sunday, March 1, 2020 to Aileen Pangan Christian, Director of Marketing and Design at jobs@encorestage.org with the subject line "Arts Management Intern—Your Name."