

TheatreWorks

S I L I C O N V A L L E Y

EDUCATION INTERNSHIP

TheatreWorks Education Department offers dynamic programming in-schools by way of artist residencies, student matinees, Oskar touring assemblies, and more. Our Community Engagement programs provide support at Lucile Packard Children's Hospitals and the Ronald McDonald House, Camps and 1440 Countdown: Make a Play in 24 Hours.

Recommended for those interested in teaching, arts administration, community building involving arts organizations, or helping to provide arts to students across communities.

Responsibilities will include:

- Research and implement social media opportunities
- Research local community organizations for potential partnerships
- Updating Database
- Updating sales and curricular documents
- Answering phones and emails
- Updating internal calendars
- Assist with mailings
- Assist with administering evaluations
- Assist with Data Analysis
- Over Summer, supporting camps
- Over Fall and Spring, supporting in-school and community programs

Experience/Background/Skills:

- One year of theatre arts classes or equivalent experience
- Excellent verbal and written skills
- Dependable and consistent
- Exercises problem-solving skills
- Flexible/good attitude—intern is expected to pitch in when needed on a wide variety of projects
- Experience working with children and teenagers a plus
- Experience in stage management and technical skills a plus
- Experience with database management a plus
- Experience with social media a plus
- Experience in Word and Excel required

Dates/Hours

Hours and dates are by arrangement with department supervisor. Participating in some weekends and after hour events is required. Summer approximately 30 hours/wk. Spring and Fall Semesters aprox. 15hrs/wk.