

# TheatreWorks

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

### NEW WORKS FESTIVAL INTERNSHIP

TheatreWorks' New Works Festival intern serves alongside the TheatreWorks Fellow in supporting the Director of the New Works Festival. This role is particularly important for theatre artists visiting from outside of the SF Bay Area. The New Works Festival intern will work closely with the Director of the New Works Festival on a variety of tasks during our busy summer, focusing largely on the planning and execution of the annual New Works Festival.

#### **Responsibilities may include:**

- Organizing and executing pickups of out of town playwrights and other artists from the airport to their local housing.
- Assisting visiting artists with their accommodations
- Scheduling artist's rehearsals and performances

#### **Experience/Background/Skills:**

- Excellent written and verbal communication skills
- Detail oriented and strong ability to multitask
- Self-starter who can work independently
- Flexibility to work in fast paced environment
- Outgoing and comfortable with meeting new people
- Valid driver's license with use of a car
- Strong Microsoft skills
- Event planning experience

#### **Dates/Hours:**

June through August. Although most work will be during normal business hours between 9am–5pm, as we get closer to the New Works Festival, schedule flexibility is a necessity as the Festival's needs come at all hours of the day.