

Position Title: Audience Development Intern

Reports To: Director of Creative and Audience Development

Compensation: Stipend-based

General Purpose

The Audience Development Internship with Circle Theatre Grand Rapids offers one individual a multi-faceted, hands-on experience with an organization that has a 67-year history in the theatre arts community. Opportunities will be project and event-based highlighting the responsibilities that will be shared in each specific department/area of programming.

Essential Job Functions: Deliverables, Accountabilities and Networks

DELIVERABLES

- Maintain databases and create filing systems
- Attend planning meetings for Circle Theatre events
- Assist in fielding general inquires via email and telephone
- Serve as ex-officio member of Audience Engagement Committee
- Serve as ex-officio member of Special Events Committee
- Serve as ex-officio member of Play Selection Committee
- Schedule volunteers for events and programs
- Make asks for donated goods or services for prizes/special events
- Maintain all Lobby Bar inventory and supplies
- Work on event-related tasks, mailings, and communication
- Complete and process paperwork for permits, licenses, etc.
- Serve in a host/hostess capacity at events such as Lobby Bar, Circle 360, Community Conversations, etc.
- Ability to write, edit, and proofread materials for print and web
- Perform other tasks as assigned by supervisor

ACCOUNTABILITIES

- Serve in a host/hostess capacity at events for patrons, sponsors, performers
- Assist in preparing for events – set up and tear down, making contact with vendors and volunteers
- Assist in managing/training volunteers during events
- Serve as the point person for certain events/programming throughout the summer
- Act in the place of Director of Creative and Audience Development during times of dually scheduled programs, as assigned
- Be available for Circle Theatre evening events on the following dates: April 19; May 2, 3, 30, 31; June 11 (or 10 or 13, tbd), 12, 26; July 11, 12, 15, 22; August 8, 9, 10, 12, 19; September 5, 6
- Be available for Circle Theatre daytime events on April 19, June 12, June 26, September 8
- Be able to assist with Tech Meal delivery, set up, and clean up on April 27 or 28, May 25 or 26, July 6 or 7, August 3 or 4, August 31 or September 1 (Dates TBD based on tech weekend schedules)

AUDIENCE DEVELOPMENT INTERNSHIP



NETWORKS

- Hospitality
- Event Programming
- Development
- Written/Oral Communication
- Proofreading
- Creative Planning
- Vendor Relations
- Community Relations
- Community Leadership

Minimum Job Requirements

EDUCATION

- Academic experience in one or more areas of hospitality, events, marketing, public relations, development, communication, technical theatre/production

EXPERIENCE

- Related events, hospitality, development, and theatre experience/background, either paid or unpaid

REQUIRED SKILLS

- Keen knowledge of theatre and desire to be emerged in theatre culture
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Ability to think creatively
- Ability to manage multiple tasks in a demanding environment
- Strong work ethic
- Attention to detail
- Experience managing volunteers, peers
- Maintains grace under pressure and stressful situations
- Comfortable working within non-traditional hours
- Must be able to work independently without constant supervision
- Willing to be a self-starter and initiate tasks and projects
- General knowledge and experience within the arts community

PHYSICAL REQUIREMENTS

- Ability to drive a large vehicle such as a cargo or passenger van
- Ability to lift, transport, assemble, carry, and organize work-related materials, supplies, favors, signage, etc.

HOURS:

Approximate average of 10-20 hours/week from February 18 - May 3
Approximate average of 30+ hours/week from May 6 - August 23
Approximate average of 10-20 hours/week from August 26 - September 24

LIMITATIONS AND DISCLAIMER

The above internship description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued internship remains on an "at-will" basis.

TO APPLY:
SUBMIT COVER LETTER AND RESUME TO
NODDEA SKIDMORE,
DIRECTOR OF CREATIVE AND AUDIENCE DEVELOPMENT
nskidmore@circletheatre.org
BY JANUARY 18, 2019

*Note: Additional items may be requested such as a writing sample.