


CIRCLE THEATRE



Experience Intern

Position Description

Position Title: Circle Experience Intern

Reports To: Experience Manager

Compensation: \$150.00 per week stipend - paid biweekly

Total Hours: 20-25 hours per week, May - September 2021 / 10-15 hours per week
October-April 2021-22

Start Date: Monday, May 10th

How to Apply

Please send a cover letter and resume to jvesbit@circletheatre.org with the subject line "Experience Intern." **Applications accepted thru May 7, 2021.**

Summary

Circle Theatre is seeking a detail-oriented Experience Intern with great follow-through skills and a desire to join our fast paced team.

Essential Job Functions

- Event assistance
- Lobby Bar and Concession Coordination
- Patron Database Management
- High Level Box Office Management
- Volunteer Communications
- Special Projects Assistance

Qualifications:

- Be consistent and dependable in their work habits.
- Demonstrated organizational skills.
- Good communication skills.
- Familiarity with a range of computer programs, including GSuite.
- Be able to digest new information quickly and apply it productively.
- Enjoy multitasking and creative problem-solving.

- Work comfortably and effectively in a highly collaborative environment.
- Experience or interest in learning how a theater/performance venue operates.

Education

Academic experience in one or more areas of communication, performing arts, business management, hospitality, event management, community engagement, sales, public relations

Experience

communications, event management, performing arts

Hours

20-25 hours per week, May - September 2021 / 10-15 hours per week October-April 2021-22

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.