

## Circle Theatre Experience Intern Responsibilities

### 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.

This is a stipend position. During the summer, it is expected that the intern will work 20-25 hours per week. This position may continue through the school year at 10-15 hours per week.

### Projects may be assigned in the following areas:

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

How to Apply: Please send a cover letter and resume to [mjdenolf@circletheatre.org](mailto:mjdenolf@circletheatre.org) with the subject line "Experience Intern." **Applications accepted thru April 30, 2023.**