



## ADMINISTRATIVE INTERNSHIPS | SUMMER 2020

Administrative Interns are offered the opportunity to sharpen their skills through collaboration and mentorship as part of a skilled arts management team that facilitates HVSF's year-round operations. Over the course of their intensive residencies, interns are engaged in both short and long-term projects for their respective departments while representing the organization at both the HVSF administrative office, the HVSF Theater Tent, and beyond. Applications are due no later than **March 6, 2020**.

*A weekly stipend of \$200 is paid. Local housing and transportation are the responsibility of the candidates.*

**DEVELOPMENT** The HVSF Development Team works directly with individuals, corporations, foundations, government agencies, and other community partners as we raise \$1.5M annually in contributed revenue to directly support the theater's operations. The Development Intern will gain first-hand experience in all aspects of fundraising and special events, including: researching individual and institutional donor prospects, helping with direct appeals, tracking data, researching funding sources, drafting correspondence, assisting with our Festival Circles and Saints & Poets Society donor programs, planning and executing opening night parties, and assisting with our Annual Gala on June 1, 2018, which attracts more than 300 guests and raises more than \$350,000.

**Position:** 1 Available

**Duration:** 17 weeks

**Dates:** Early May, 2020 – September 7, 2020 (flexible)

**Commitment:** 20 hours per week with specific weeks in June that may require additional time.

**To Apply:** Please email your resume and cover letter by January 15, 2020 to [jobs@hvshakespeare.org](mailto:jobs@hvshakespeare.org) with subject line DEVELOPMENT INTERNSHIP. Be sure to list your preferred internship period within your cover letter.

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**EDUCATION & OUTREACH** The Education & Outreach Intern will have the opportunity to learn the process of developing and implementing a wide variety of education and training events. The intern will be an integral part of a small team dedicated to creating engaging and educational workshops, discussions, and programs that make Shakespeare and theater accessible to our audience and community. These programs include our Friday Night Prologue series, Family Night Workshops, Teachers' Shakespeare Institute, and Shakespeare Summer Camp. The intern will work both at our administrative office and our performance site, responsible for managing our nightly on-site Information Table in conjunction with the Marketing Intern, and helping to enhance the overall patron experience. The intern will assist with researching content, managing events, and engaging directly with patrons. The experience will provide a solid foundation in program management. The ideal candidate will be a self-starter who is capable of working in a fast-paced environment, with a passion for arts-education, who is comfortable interacting with people of all ages.

**Position:** 1 Available

**Duration:** 12-14 weeks

**Dates:** Late May, 2020 – September 7, 2020 (flexible)

**Commitment:** 40 hours per week, which includes evening and weekend participation

**To Apply:** Please email your cover letter and resume to [jobs@hvshakespeare.org](mailto:jobs@hvshakespeare.org) with subject line EDUCATION & OUTREACH INTERNSHIP. Your cover letter should detail your previous experience in non-profit arts education. Be sure to list your preferred internship period within your cover letter.

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**MEDIA & MARKETING** The Media & Marketing Intern will learn the ins and outs of marketing a summer theater season while assisting with HVSF's broader institutional advancement. In addition to assisting with event management, customer-facing communications, publicity, advertising, and media management, the Media & Marketing Intern will take a lead role in planning, creating, and publishing compelling digital content across HVSF's social media platforms and website. The Intern will work both at our administrative office and our performance site, responsible for managing our nightly on-site Information Table, in conjunction with the Education & Outreach Intern, and help to enhance the overall patron experience. They may also be asked to support occasional off-site events throughout the region, representing one of the Hudson Valley's most iconic cultural institutions to audiences, donors, and the public. Our ideal candidate is a detail-oriented multi-tasker with graphic design experience and familiarity with a variety of social media channels, who is warm and engaging when interacting with people from all backgrounds. Familiarity with the Adobe Creative Suite is a plus.

**Position:** 1 Available

**Duration:** 12-14 weeks

**Dates:** Late May, 2020 – September 7, 2020 (flexible)

**Commitment:** 40 hours per week, which includes evening and weekend participation

**To Apply:** Please email your cover letter and resume to [jobs@hvshakespeare.org](mailto:jobs@hvshakespeare.org) with subject MEDIA & MARKETING INTERNSHIP. Your cover letter should detail any previous experience in non-profit arts. Be sure to list your preferred internship period within your cover letter.

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