



**First Stage Theater Academy is accepting applications for an Administrative Intern for the winter and/or spring of 2012.**

The Academy's administrative internship offers a rich and challenging experience for qualified college students and recent graduates who are actively pursuing careers in professional theater administration. The intern will have the opportunity to work directly with the Academy Services Manager, Academy Administrative Director, and other First Stage staff, learning and executing the various administrative needs of the nation's largest theater training program for young people. This is an unpaid internship, although the intern will have access to complimentary tickets to First Stage productions and special events. High-achieving interns in this program might also be offered a paid administrative/teaching assistant position for school year and/or summer Academy.

#### **Desired Skills and Experience**

- Minimum two years undergraduate education or equivalent experience in arts administration, education, marketing, communications, and/or public relations
- Effective communication skills, both written and verbal
- Self-starter, multi-task oriented, and computer literate
- Experience working with young people desirable
- Customer service, Tessitura, and/or teaching skills a plus

#### **Internship Responsibilities**

- Play a key role in the development & execution of the Summer 2012 enrollment campaign
- Participate in marketing efforts for Academy classes and productions
- Assist in providing customer service to Academy families
- Assist with facilitating logistics & systems for all Academy programming
- As needed, supervise students and assist teachers in classes

#### **Application Process**

Please submit a cover letter stating your specific interest(s) and availability, a current CV or resume, writing sample, and one letter of academic or professional reference. If you wish to receive college credit for this internship, please include an outline of your school's requirements for both the intern (you) and internship site (First Stage).

**Materials are due by February 24, 2012.**

**Please send all application materials to:**

[academy@firststage.org](mailto:academy@firststage.org) (Subject: Administrative Internship)

or mail to:

First Stage

Attn: Patrick Schley

325 West Walnut Street

Milwaukee, WI 53212