

Internships

**GENERAL INTERN DUTIES:**

* Represent the Center for the Arts with a positive attitude and willingness to learn
* Greet patrons
* Take ticket orders
* Answer phones
* Assist with office work as needed
* Assist with special events (Boro Art Crawl, opening night receptions, etc.)
* Additional tasks related to area of focus

**INTERNSHIP AREAS OF FOCUS:** *(Areas are not limited- new ideas that are applicable will be considered)*

**Art Gallery**

* + Maintain the daily operations of the gallery; engaging with visitors to the gallery, facilitating art sales, and routine facility maintenance.
  + Maintaining inventory records, updating and producing content for social media, and installing exhibitions.
  + Schedule and coordinate art receptions and Boro Art Crawls.

**Children’s Programming**

* + Become a counselor for after school or summer camp programs.
  + Assist with daily tasks related to children’s programs including tracking paperwork,

collecting payments, and scheduling rooms.

* + Work on collecting and analyzing parent, student, and teacher surveys.
  + Communicate with parents on details about upcoming events and programs**.**

**Marketing**

* Write, create, and distribute promotional materials including press releases, flyers, e-flyers, emails, posters, banners, newsletters, and more.
* Create and implement a social media plan.
* Be liaison for the Center for the Arts to outside community groups.
* Represent the Center at fairs and festivals.
* Update community calendar listings for upcoming productions.
* Help plan outreach events.

**Development/Fundraising/Nonprofit Management**

* + Assist with the donor acknowledgement process.
  + Assist with data entry into database program, Arts People.
  + Research corporate sponsorship opportunities for the major campaigns: BACKSTAGE BASH, show sponsors, scholarship donors.
  + Help prepare materials for the solicitation.
  + Assist with the mailing of the solicitations.
  + Research matching gift opportunities for existing donors.
  + Draft donor communications.
  + Assist in planning and execution of major fundraising events and activities.
  + Assist with communication with individual and corporate donors.
  + Research grant prospects (and in some cases apply).
  + Organize grant and donor files and documents.

**Production**

* Assist Production Team with coordinating various elements of productions specifically related to pre-and post-production.
* Serve as volunteer coordinator and interface with show volunteers through outreach and management during rehearsal process and performances.
* Attend auditions and help team with administrative duties.
* General office administration duties including data entry, filing, answering phones, direct calls, and answering emails.

**Box Office**

* Responsible for a variety of “front of house” tasks for mainstage and children’s productions.
* Take and process ticket orders over the phone, process contributions, create weekly email communications and online concert announcements, and complete other administrative tasks as assigned.
* During performances help run the box office, collect contributions, and monitor concessions.

**TIME COMMITMENT:**

* Internships for class credit are typically 225 hours for the semester.
* This is typically spaced out as 20 hours per week, coordinated to work with your schedule.

**APPLICATION PROCESS:**

* Email [officemanager@boroarts.org](mailto:officemanager@boroarts.org%20) to state your interest in an internship with Center for the Arts. Include what you are studying, the semester you would like to intern, what area you would like to focus on, and your resume (if available).
* We will schedule an informal interview with you to discuss your interest and where we could plug you in for an internship.