

METROPOLIS

P E R F O R M I N G A R T S C E N T R E

Position Title: Education Administration Intern
Department: Education
Reports To: Education Director

General Description: Education internship position with a \$3 million not-for-profit performing arts institution based in Arlington Heights, Illinois. Responsible for assisting the Education Director in development and operation of the classes, children's productions, workshops, career shadowing events, showcases, and other education department sponsored programs.

Qualifications: Seeking degree in Education; desire to work with and for children; exemplary collaborative and communication skills; creative and detail minded; ability to meet deadlines; proficient with Microsoft Office; knowledge and love of the performing arts.

Description of Duties/Responsibilities:

- Directly assists Education Department in daily activities
- Assists in smooth functioning of the SOPA classes
- Assistant teaches in SOPA classes
- Helps to maintain satisfaction of SOPA parents
- Attends children's theatre productions and provides feedback to Education Director
- Compiles research on districts' booklists
- Attends staff and departmental meetings
- Helps with marketing mailings
- Performs clerical duties

Learning Objectives:

Throughout the internship, the intern will be able to:

- Maintain effective communication with his/her supervisor and the Metropolis staff.
- Work successfully as a team player with the other members of the Metropolis staff.
- Effectively manage his/her time.
- Show a willingness to learn from and contribute to every situation.
- Display a positive attitude in the workplace.
- Utilize his/her own personal strengths for the betterment of Metropolis.

As a result of this internship, the intern will be able to:

- Gain the knowledge and skills necessary to pursue a degree or career in a field related to theatre education.
- Capitalize on newly developed strengths acquired from the internship experience.

Please fax (847.577.5992) or email (jobs@metropolisarts.com) your resume. No phone calls please.