

METROPOLIS

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

Position Title: Outreach Education Intern
Department: Education
Reports To: Outreach Manager

General Description: Education internship position with a \$3 million not-for-profit performing arts institution based in Arlington Heights, Illinois. Responsible for assisting the Outreach Manager in development and operation of all Outreach Program activities including Metropolis Arts Partner residencies, Metropolis Arts Collaborator residencies, one-day workshops, off-site events, career mentoring, and the Internship and Apprentice program.

Qualifications: Seeking degree in Theatre Education, Arts Administration or Management, or any Performing Arts; 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 Outreach Manager in daily activities
- Assists in smooth functioning of the Metropolis Outreach Program
- Observes and possibly assistant teaches off-site programming
- Helps to maintain satisfaction of Outreach contacts, educators and administrators
- Compiles research on standards and education trends
- Assists in research and design of modified Outreach Program
- Attends staff and departmental meetings
- Helps with marketing mailings
- Performs clerical duties
- Performs a number for development tasks
- Helps to facilitate cross-cultural programming

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.