

METROPOLIS

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

Position Title: Camp Administration Intern
Department: Camp
Reports To: Intern Mentor

General Description: Camp internship position with a \$2.7 million not-for-profit performing arts institution based in Arlington Heights, Illinois. Responsible for assisting the Camp Director in development and operation of the camps and camp showcases.

Qualifications: Seeking degree in Theatre 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 Camp Director in daily activities
- Assists in smooth functioning of *Lights Up!*, *Curtains Up!*, and *High School Performance Experience*
- Helps to maintain satisfaction of camper parents
- Attends staff and departmental meetings
- Helps with marketing mailings
- Performs clerical duties
- May perform camp counselor duties as necessary

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.