

METROPOLIS

PERFORMING ARTS CENTRE

Position Title: Arts Management Intern
Department: Executive Director
Reports To: Executive Director

General Description: Performing Arts Management internship position with a \$1.5 million not-for-profit performing arts institution based in Arlington Heights, Illinois. Responsible for assisting the Executive Director in development and operation of the performing arts centre.

Qualifications: Seeking career in Theater Management or Arts Management; knowledge of business concepts and skills; exemplary collaborative and communication skills; strong problem-solving 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 Executive Director in daily activities
- Research of musical and theatrical acts for upcoming season
- Provides feedback about current and upcoming productions
- Assists with developing contracts for new artists
- Works with booking agents to finalize details regarding upcoming productions and concerts
- Assists Executive Director with creating budgets for upcoming season
- Attends and assists Executive Director with scheduling meetings
- Researches new artists for future performances
- Attends all staff, department and management meetings
- Assists in smooth functioning of departments by assisting staff members as needed
- Carries out miscellaneous errands (post office, copying, etc.)
- 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 arts management.
- Capitalize on newly developed strengths acquired from the internship experience.