

BOOK-IT REPERTORY THEATRE'S 2016-17 INTERNSHIPS

EDUCATION INTERNSHIP

Book-It's Arts & Education Program is committed to exceptional theatre experiences for students throughout Washington State and to providing literacy-driven learning materials and residencies for students and teachers. The education internship includes: helping to run our children's touring program; assisting professional teaching artists in residencies for students K-12; support in running student matinées; partnering on curriculum development for study guides, workshop, and residencies; assisting in program evaluation and assessment of student learning; and learning how to work in an arts administrative office. You'll walk away from this internship with solid arts administrative skills, an understanding of producing touring shows, and experience in curriculum development. This is a part-time commitment of about 20 hours per week, during school hours, and runs September through May.

DEVELOPMENT INTERNSHIP

Opportunity to learn all aspects of non-profit fundraising. Responsibilities include participation in the annual gala; donor stewardship activities such as donor thank you events; donor database operations including record updates and list generation; and grant funding research and writing. Manage specific tasks and projects as mutually agreed upon with the director of development. The development intern is an integral member of the small, collaborative Book-It fundraising team.

MARKETING & COMMUNICATIONS INTERNSHIP

Responsibilities can include projects such as market research, patron surveys, sales reports and analysis, database management, patron mailings, and website administration. Strategize a real-life marketing plan for an upcoming event or show, or discover where potential customers can be found. Communicate your areas of interest and we will work with you to create projects that both Book-It and your résumé will benefit from. Please submit a writing sample and any supporting research and analysis experience with your application.

LITERARY & ARTISTIC INTERNSHIP

Interns participate in the ongoing efforts of the Book-It artistic staff, supporting the co-artistic directors and literary manager in season planning, literary management, dramaturgy, casting, and administrative work. Projects include research for rights procurement, reading books and scripts, assisting in casting procedures, helping with the development and maintenance of organizational systems, and coordinating special events. Additionally, interns serve as Assistant Director/Dramaturg for mainstage and second stage production(s).

ARTS MANAGEMENT INTERNSHIP

Working with the general manager, the arts management intern will help with day-to-day management of the organization. Projects will include operations tasks, contract review, and board of directors relationship management, as well as assistance in production, finance, marketing and development. Strong writing and editing skills and understanding of nonprofit governance and operations preferred.

STAGE MANAGEMENT / PRODUCTION MANAGEMENT INTERNSHIP

This part-time production management internship includes duties as rehearsal production assistant for both mainstage season and touring shows, in addition to administrative office work. This internship offers the option of a show-by-show time commitment or a season commitment to be worked out with qualified candidates. Time commitment varies depending on rehearsal/office needs. Focus on production management is offered for candidates who are curious about the inner working of theatre production from an office and administration perspective. Focus on stage management is offered for those more interested in rehearsal and performance management.