



## SHEA'S PERFORMING ARTS CENTER

### Theatre Education Internship

### Spring 2019

**Position:** Theatre Education Internship

**Dates and Hours:** February – June at approximately 10 hours per week. Schedule is flexible depending on intern's availability. Some weekend and evening hours may be requested around a performance or event.

**Duties:** The Shea's theatre education intern will work directly with Shea's education staff primarily in the areas of event planning and education. Additional duties may include ticket sales, grants and sponsorships, or marketing. Interns will assist with the following programs:

- Shea's On School Time series – processing reservations, designing promotional materials, assisting during performances.
- Kenny Awards – assist with event coordination, finalist communication, program and presentation designs, and more.
- Junior Theater Celebration – track incoming participants, assist with event coordination, assist with participant communication
- Camp Broadway – help prepare application mailing, process incoming applications
- Please see the list on the next page for additional events.

Other tasks may be assigned based on intern's experience and ability.

**Qualifications & Prior Experience:**

- Say Yes Scholar in good academic standing
- Have a background and/or interest in arts/non-profit administration, education, and performing arts. Organizational skills, knowledge of basic office equipment and computer programs (i.e. Microsoft Excel and Word), excellent written and oral communication skills, and ability to multi-task are required. Blogging, lesson planning, public speaking, graphic design, and photography are helpful, but not required.

**Preferred Majors:** Arts/Non-Profit Management, Education, Theatre/Performing Arts, Communications/Marketing

**Compensation:** Rate of pay is \$11.10 per hour at approximately 10 hours per week.

**To Apply:** Send resume, cover letter, and contact information for two professional references to [buffalointernships@sayyestoeducation.org](mailto:buffalointernships@sayyestoeducation.org).

**Deadline:** Applications are accepted on a rolling basis, which means internships are filled on a rolling basis as well. **Students are encouraged to apply before January 31, 2019.**

## Shea's Performing Arts Center 2018-2019 Education Events

Below is a list of the educational events that interns will be working on. We understand that interns may not be available on the days of all of these events, but we do hope that the interns will be available for the starred events, and any others their schedules permit.

### **Exploring the Arts**

Presented in the spring. Specific dates TBD.

### **Master Classes**

Runs from January - May, 2019. Master classes are targeted toward high school students with an interest in Broadway and the performing arts.

### **Kenny Social Event**

January 2019

### **Outside** school performance

Tuesday, January 29 at 10:30 am

### **\*Camp Broadway** application mailing and processing

Starts February 2019 – ongoing until camp is full

### **The Very Hungry Caterpillar & Other Eric Carle Favourites** school performance

Tuesday, March 19 at 10:30 am

### **Diary of a Worm, Spider, and a Fly** school performance

Wednesday, May 8 at 10:30 am

### **\*Kenny Awards** nominations announcement

April 2019

### **\*Kenny Awards**

Saturday, May 11, 2019 from 8:00 am until 8:00 pm

### **Magic Tree House: Showtime with Shakespeare** school performance

Tuesday, May 23 at 10:00 am and 12:00 pm

### **\*Junior Theater Celebration 2019**

May 31-June 1, 2019 9:00 am to 4:00 pm