

Intern Job Description Template 2018

Organization/Business General Information:

PFAC is looking for an intern to join our team and learn the ropes of managing an arts council in the midst of a hectic and exciting production schedule. The intern chosen for this position should expect to be involved in all aspects of PFAC performances including publicity, set up, and run of show.

The benefits to the intern are exciting and important. They include working with a great team who care deeply about producing quality work, learning the ins and outs of arts council management, helping to produce and watch some of the best performances this area has to offer. In return the intern should bring essential skills to this position: excellent communication skills, attention to detail, the ability to work independently on important projects, and most importantly, a strong interest in the performing arts.

Job Description -

- Assist with advancing and promoting the shows, including reading the technical riders and planning for hospitality and tech needs.
- Assist with Summer Soundcheck Music Series shows in American Legion Park.
- Help develop promotional materials – especially those aimed at fellow students
- Perform online marketing and promotion via our facebook pages
- Assist with documentation of the performances and running of the shows

Skills and Knowledge Desired:

Excellent computer skills are a must, with experience working on the Web and in social media. Excellent research, written and oral communication skills, excellent organizational skills and attention to detail are important. Needs to be able to work independently on specific projects and with proper training be able to take ownership of the project. A strong interest in entering a position in the non-profit sector--the arts, theater, museums--is preferred. Being graphics savvy is a plus.

The ability of intern to drive themselves to work is not necessary - but Intern must be able to get to PFAC Office on Pine Street, get to American Legion Park and be able to get around town to hang posters as needed. A bike would be fine for these tasks.