Internship Title: PERFORMING ARTS INTERN

About Associates: Smithsonian Associates advances the Institution’s mission “to increase and diffuse knowledge” through life-enriching educational and cultural experiences inspired by the Smithsonian’s research and collections for DC-region students, families, and adults, and for learning communities nationwide.

Intern Duties: Intern will assist with all aspects of Associates’ Performing Arts programming, including:
• Research, booking, budgets, contract negotiation, season planning, logistical set-up, and marketing
• Provide direct, hands-on support through the design and production of printed event programs, flyers, patron correspondence, and onsite support of performing arts, film and family programs
• Assist with box office and house management duties during some evening and weekend productions
• Spring interns will also assist with the planning, preparation and/or execution of the Associates’ Smithsonian Sleepover program.

Professional Development Opportunities: By working closely with the program manager, the intern will gain experience in all aspects of program and event production, including: budgeting, performance reporting, customer service, trouble-shooting/problem-solving, adapting to different situations, multi-tasking, creative thinking, researching, coordination at events, creating and maintaining inventories, editing promotional materials, communication, box office and house management, organization and time management, event management.

Qualifications:
• Experience and/or interest in supporting performing arts presentations, house management, arts management, and/or event planning
• Background or strong interest in music, dance, theater, or event planning required
• Preferred that spring applicants have an interest and/or experience working with children ages 8-12
• Ability to work quickly with attention to detail both independently and as a team
• Proficiency with Microsoft Word, Excel, PowerPoint and the Internet
• Must be able to interact with many different types of people while maintaining a professional demeanor

Seasons: Spring (Jan - May) & Fall (Sept - Dec)

Time Commitment: Hours flexible; 1 full semester

Schedule: Mon - Fri, timing flexible

Supervisors: Liz Paige, Program Coordinator, and Brigitte Blachere, Performing Arts Manager

Compensation: All Associates internships are unpaid and housing is not provided. College credit may be granted, but must be coordinated in advance with the intern's university/college.

Location: S. Dillon Ripley Center, Smithsonian Institution, Washington, D.C.

To be considered in the first round of applications, please submit your materials by the dates below:
Fall Positions: July 1
Winter/Spring Positions: October 1
Applications received after these dates will still be considered on an as-needed basis.

To Apply: Complete the online application at https://SmithsonianAssociates.org/Internships. Questions can be directed to the Intern Coordinator at TSAInternships@si.edu or 202.633.8631.