



COLLEGE INTERNSHIP PROGRAM

Internships at Blumenthal Performing Arts (BPA) are designed to offer hands-on and instructional learning experiences to college and graduate students considering careers within arts management. Although internship opportunities are not provided year-round by all BPA departments, there is typically an internship opening in one or more departments throughout the year.

Full-time internships (30+ hours per week) require a minimum commitment of ten weeks by intern candidates. Pending the needs of individual departments, flexibility in daily or weekly work scheduling may be required and some work in the evenings and weekends may be necessary. To assist full-time interns with living expenses, BPA provides a stipend of \$250 per week.

In addition to work experiences overseen by a BPA department leader, each intern is required to attend a weekly meeting with other interns and BPA's Director of Education to participate in career preparation and other learning activities.

Interns may be eligible for college credit upon completion of BPA's internship program. Interns who intend to receive credit for their internship experience are responsible for meeting registration requirements of their respective colleges and for informing BPA's Director of Education of necessary evaluation and/or other forms to be completed by appropriate BPA personnel.

To apply, please submit the following:

- a completed internship application form (pages 3-5 of this document)
- a letter briefly describing your educational background, work experience and career interest
- a current resume
- an unofficial (unsealed) copy of your most recent, cumulative college/university transcript
- a letter of recommendation from a faculty advisor or other appropriate reference

Attach the above application documents to an email and send to:

EducationDepartment@blumenthalarts.org

*Please use the following as an Email Subject Line: Internship Application for (insert semester and year)

Application Windows:

Please apply between the following application windows for consideration:

Summer Internships: Apply between March 1 and March 31

Fall Internships: Apply between June 1 and June 30

Spring Internships: Apply between November 1 and November 30

If you have questions about Blumenthal's internship program, please email EducationDepartment@blumenthalarts.org or call (704) 348-5770.

POTENTIAL INTERNSHIP OPPORTUNITIES

Internship opportunities vary within each BPA department according to seasonal responsibilities, staff scheduling, and other factors. For many departments, interns may be required to work some nights and weekends.

ACCOUNTING

Some of the ways interns provide overall support to the accounting team include: account reconciliations, bank reconciliations, data mining and migration, and data entry. Internship candidates must possess good communication skills. Business Administration or Finance/Accounting majors are encouraged to apply. Candidates who have completed their junior or senior years or are in graduate school are preferred.

BOX OFFICE MANAGEMENT/ TICKETING

Interns are exposed to all aspects of ticket sales & management. Training and work emphasis will be placed on office procedures, sales production, and customer service. Activities include learning standard ticketing sales procedures, specific computer applications, and customer relations. All majors are welcome to apply. Candidates who have completed their junior or senior years or are in graduate school are preferred.

DEVELOPMENT

Interns will be involved with aspects of various fundraising activities for the performing arts, acquiring a limited working knowledge of diverse funding needs, and potential funding sources. Interns may assist with projects related to annual giving and planned giving programs, capital campaigns, major gift development, sponsorships and grants, and prospect research. All majors are welcome to apply.

EDUCATION

Interns learn how BPA's education department seeks to meet its enrichment goals for area schools, students, and communities while interfacing with other BPA departments, area schools, and community organizations. Interns undertake projects related to program scheduling, planning, implementation, and follow-up. All majors are welcome to apply.

HUMAN RESOURCES

Interns have opportunity to learn a wide range of activities related to the operations of an HR department: recruiting, benefits administration, auditing, record keeping, research, and employee relations. Requirements include attention to detail, excellent communication skills, ability to manage multiple tasks, and an interest in human resources as a career. All majors are welcome to apply.

TECHNICAL THEATER SERVICES

Interns have access to basic lighting, sound, rigging, and carpentry instruction. During busier months of BPA's production calendar, interns shadow members of the Technical Department during show load-ins, performances, and load-outs, and occasionally serve as crew members for BPA-produced events. All majors are welcome to apply; some experience in technical theater is preferred, and passion for technical theatre is required.

VOLUNTEER SERVICES

The primary service area among BPA volunteers is ushering at performances. Interns assist with details related to recruiting, training, scheduling and overseeing volunteers. All majors are welcome to apply.

MARKETING

Interns will become more familiar with one or more of the following areas: brand management, communications, graphic design, media relations, and event planning. Duties may include projects related to developing marketing plans, analytics, social media, or public relations. All majors are welcomed to apply.

OPERATIONS

Interns will become more familiar with one or more of the following areas: front of house, technical services, security, or facilities. Responsibilities may include budgeting, managing special events, creating action plans, and more. Operations or management based majors welcome to apply. Candidates who have completed their junior or senior years or are in graduate school are preferred.

PROGRAMMING

Interns will become more familiar with one or more of the following areas: contract negotiation, artist relationship management, long-term and short-term season planning, and event management. Responsibilities may include budgeting, managing special events, creating action plans, and more. Arts management, music business, or other related majors welcome to apply. Candidates who have completed their junior or senior years or are in graduate school are preferred.