



# Blumenthal Performing Arts

## 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, interns may be required to attend semi-regular meetings with other interns and BPA's Education Special Programs Manager 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 Education Special Programs Manager 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
- a cover letter 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

### **OR mail the above application documents to:**

Blumenthal Performing Arts  
c/o Tommy Prudenti, Education Department  
345 North College Street  
Charlotte, NC 28202

### **Additional BPA internship contact information:**

Phone: 704.348.5830

Website: <https://www.blumenthalarts.org/education/student-programs/internships>

### **Application Windows:**

Please apply between the following application windows for consideration:

*Fall 2021 Internships: Apply between July 21 and August 20*

## **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.

### **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, local and touring performing artists, and community organizations. Interns undertake projects related to scheduling, planning, implementation, and follow-up for events and programs. All majors are welcome to apply, but strong preference for theater, education, and/or arts administration majors.

Potential duties may include but are not limited to:

- Tracking participation numbers and collecting data after Education events
- Set-up and on-site work for events such as Charlotte Live, Open Mic, Jr. Ambassadors, school shows, and workshops
- Updating spreadsheets and paperwork in regards to preparation for 2021-22 school year and community programs
- Assisting with creative content for Education and organizing photo archives
- Communication with parents, students, and school contacts related to Education programming and events

### **HUMAN RESOURCES**

Interns will be involved with aspects of various human resources activities for Blumenthal Performing Arts, acquiring a limited working knowledge of various functional HR areas including talent acquisition, compliance, benefits, and employee engagement. All majors are welcome to apply.

Potential duties may include but are not limited to:

- Assisting with open enrollment and New Hire Orientation
- Scheduling interviews
- Creating and updating content for the HR intranet page
- Assisting with event planning
- Updating the HR bulletin board and job descriptions

### **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.

### **TICKETING**

Interns learn the sales and service aspects of ticketing. This includes the guest service, logistics and operations for the various Blumenthal and CarolinaTix Box Offices, reconciliation of revenue, budget implications, scheduling, and reporting. All majors are welcome to apply; some experience in customer service is preferred.

Potential duties may include but are not limited to:

- Assisting guests through all communication channels (Phone, Email, Chat, In Person)
- On and off-site set up of Box Offices
- Providing final numbers for settlement with internal and external partners
- Ensuring various materials are up to date and readily available