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

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:

    Spring 2022 Internships: Apply between November 1 to November 26
POTENTIAL INTERNSHIP OPPORTUNITIES

Internship opportunities vary within each BPA department according to seasonal responsibilities, staff scheduling, and other factors. For some 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, forms and paperwork related Blumey Awards & Jr. Theater 2021-22 programs
- Assisting with creative content for Education and organizing photo archives
- Communication with parents, students, and school contacts related to Education programming and events

MARKETING
Interns will be immersed in the various aspects of marketing, social media, creative content and graphics for Blumenthal’s shows and events. Experience with digital marketing, social media management and/or related fields strongly preferred.

Potential duties may include but are not limited to:
- Assisting with marketing plans and strategies
- Curating creative content for social media & analyzing results
- Handling donation requests & tracking orders & fulfilling requests
- Assisting with press releases, media events, press drops, and collecting press clips
- Assisting on-site with affinity group events
- Helping with photos, B-roll, etc… for Press Center

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 loadouts, and occasionally serve as crew members for BPA-produced events. All majors are welcome to apply; some experience in technical theater is preferred, and a passion for technical theatre is required.

FACILITIES/OPERATIONS
Interns will work alongside our Facilities Supervisor and Facilities Specialists immersed in various day-to-day duties of facilities management. All majors are welcome to apply but some experience and/or education in maintenance or operations is strongly preferred.

Potential duties may include but are not limited to:
- Operation and/or oversight of various building automation systems and facilities management
- Assisting with various Blumenthal events in the PAC and offsite
- Asset maintenance and repair
- Capital project management and budgeting
- Code compliance
- Working with outside vendors
- Energy management and improvement
- Preventive maintenance planning
- Risk management and mitigation
- Safety and security protocols
- Space and inventory management