



# 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 (30-35 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 offers interns compensation of \$12.00 per hour. Housing is not provided.

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 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

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

Blumenthal Performing Arts  
c/o Tommy Prudenti, Education Department  
130 N. Tryon 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:

***Summer Internships: Apply between March 6 to April 9, 2023***

## **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.

### ***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 not limited to:

- Assisting with Open Enrollment and New Hire Orientation
- Conducting phone screens and scheduling interviews
- Creating and updating content for the HR intranet page
- Assisting with event planning, reports and spreadsheets
- Updating job descriptions and SOPs / HRIS data entry and maintenance
- Creating new employee files and ensuring all necessary paperwork is properly completed
- Creating employee badges
- Sending e-cards to recognize birthdays, anniversaries, special accomplishments, etc.

### ***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.

Potential duties may include but not limited to:

- Assisting on-site with summer Education events like Open Mic, Charlotte Live, Arts Educator, workshops, etc...
- Assisting with partner programs like the Jimmy Awards, Broadway Dreams and NCTC
- Updating spreadsheets in regards to schools, teachers and community partners
- Assisting with prep and launch of 2023-2024 school year Education programs
- Creating social media content, organizing photo archives, and collecting demographic data
- Remote and/or on-site communication with parents, students and schools

### ***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.

### ***PROGRAMMING - preference given to those who can work until early October***

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. A driver's license and reliable vehicle is required for this internship.

Potential duties may include but not limited to:

- Advance work for festival acts, attractions, and rentals (arranging travel, hotels, ground transportation, etc...)
- On-site communication & coordination for artists and crew including festival signage
- Assisting with setup for kick-off or wrap-up festival parties
- Day-of event logistics for festivals and events & fielding on-site patron questions

### **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.

Potential duties may include but not limited to:

- Assisting with corporate giving program (BLA)
- Corporate prospecting and research
- Assisting with FY23 Development plan
- Creating social media content for Development
- Assisting with event planning for partner events

### **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