



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 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
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:

Summer Internships: Apply between March 1 and April 15

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.

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 FY22 Development plan
- Creating social media content for Development
- Assisting with event planning for partner events

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 The Jimmy Awards, Open Mic and Immersive Van Gogh
- Set-up and runner work during the Broadway Dreams summer intensive week
- Updating spreadsheets in regards to schools, teachers and community partners
- Assisting with launch of fall and school year 2021-22 Education programs
- Creating social media content for Education & organizing photo archives
- 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 - extended term; candidates must have general availability Sept 7-11 and Sept 17-Oct 3

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 (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
- Runner work during festivals & fielding on-site patron questions