

SPRINGFIELD LITTLE THEATRE EDUCATION DEPARTMENT

ARTS ADMINISTRATION SUMMER INTERNSHIP

The Springfield Little Theatre Education Department is committed to offering opportunities that further the careers of emerging arts leaders through the Arts Administration Summer Internship Program. Students who participate in this program will spend the summer helping with the behind-the-scenes of summer programming, completing day-to-day operational tasks, attend meetings, and engage with the community and other area art organizations, and working on their own resumes, portfolios, etc. with the supervisor as their guide.

The Springfield Little Theatre Education Department expects that the intern experience will be valuable to both the intern and to the Springfield Little Theatre Education Department. The purpose of the student internship is to provide students with an opportunity to gain workplace skills and to learn more about the arts administration field. Further, this provides the opportunity for Springfield Little Theatre to truly invest in the future of arts leadership.

Both high school and college students are encouraged to apply, see below for further information regarding requirements. Please note, there will be no hours available June 28th-July 8th.

Please contact Madelyn Baum and Alex Scranton, Internship Supervisors, with any questions.

TO APPLY FOR SLT'S ARTS ADMINISTRATION INTERNSHIP

- *Applicants will submit the following items via email to Madelyn Baum (madelynb@springfieldlittletheatre.org) and Alex Scranton (alexs@springfieldlittletheatre.org) by April 14th, 2023.*
- A cover letter describing your past and current involvement in the arts and future interest in arts or arts administration, and/or your interest in the SLT Arts Administration Internship.
- Current resume with references.
- Minimum of one letter of reference.
- A list of your summer availability, including any conflicts.
 - For students wishing to receive any sort of school credit, please also include in your document what your requirements are at your school in order to receive full credit for the course.

INTERNSHIP REQUIREMENTS AND EXPECTATIONS COLLEGE APPLICANTS

| CATEGORY | REQUIREMENTS |
|--------------------------|---|
| Status | Students must be currently attending college, and may use this experience towards their degree requirements upon mutual agreement between the student, their supervisor and the SLT Internship Supervisor. |
| Length | The Internship dates will be agreed upon between the student, their supervisor and the SLT Internship Supervisor. The Internship must last 6 weeks at minimum. The internship can take place between May 30 th and August 18 th . |
| Hours | Hours will be agreed upon between the student, their supervisor and the SLT Internship Supervisor, to fulfill the needs of the student's academic requirement and the needs of the organization. Interns are expected to contact the Intern Supervisor if absence is necessary, and to make up and missed hours accordingly. |
| Compensation | Non-paid. |
| Reports to | The SLT Internship Supervisor, Madelyn Baum. The direct contact is, madelynba@springfieldlittletheatre.org |
| Required Meetings | <ul style="list-style-type: none"> • Attend one Staff Meeting. • Attend one Board Meeting. • Attend one Production Meeting. • Attend a Summer Staff Meeting. • Meet with Full-time Staff individually. • Attend Intern Orientation. (INSERT DATE HERE) • Any outreach/networking sessions that occur with area arts organizations. • Attend other meetings and events requested by the Intern Supervisor. |
| Duties | <ul style="list-style-type: none"> • Perform all duties as assigned by the Intern Supervisor. • If performing the internship for school credit, the intern will be responsible for providing and submitting the required forms to the Intern Supervisor for completion. |

INTERNSHIP REQUIREMENTS AND EXPECTATIONS HIGH SCHOOL APPLICANTS

| CATEGORY | REQUIREMENTS |
|--------------------------|--|
| Status | Students must be a current Junior, Senior, or 2023 Graduate. Students may use this for school credit if agreed upon between the student, their supervisor and the SLT Internship Supervisor. |
| Length | The Internship dates will be agreed upon between the student, and the SLT Internship Supervisor. The Internship must last 4 <i>consecutive</i> weeks at minimum. The internship can take place between May 30 th and August 18 th . |
| Hours | Hours will be agreed upon between the student, their supervisor and the SLT Internship Supervisor, to fulfill the needs of the needs of the organization and the academic needs of the student (if applicable). Interns are expected to contact the Intern Supervisor if absence is necessary, and to make up and missed hours accordingly. |
| Compensation | Non-paid. |
| Reports to | The SLT Internship Supervisor, Madelyn Baum. The direct contact is, madelynbaum@springfieldlittletheatre.org |
| Required Meetings | <ul style="list-style-type: none"> • Attend one Production Meeting. • Attend a Summer Staff Meeting. • Meet with Full-time Staff individually. • Attend Intern Orientation. • Any outreach/networking sessions that occur with area arts organizations. • Attend other meetings and events requested by the Intern Supervisor. |
| Duties | <ul style="list-style-type: none"> • Perform all duties as assigned by the Intern Supervisor. • If performing the internship for school credit, the intern will be responsible for providing and submitting the required forms to the Intern Supervisor for completion. |

