



SPRINGFIELD
LITTLE THEATRE

COME BUILD YOUR RESUME AND EXPERIENCE AND INTERN WITH US

ARTS ADMINISTRATION 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. Interested High School and College students who participate in this program will spend the summer learning various aspects of arts administration and will assist with behind the scenes aspects of our summer programming.

EXPLORE IT!

CREATE IT!

OWN IT!

SELL IT!

SUMMER ARTS ADMINISTRATION INTERNSHIP

Are you interested in photography, design, directing, videography, marketing, social media, fundraising, teaching, front-of-house, box office, or executive leadership? If so, consider applying for an Arts Administration Internship! The environment is intense, the stakes are high, and the rewards are endless.

WHAT YOU'LL DO

- Help with “behind the scenes” of summer programming.
- Complete day-to-day operational tasks.
- Attend Meetings.
- Engage with the community.
- Preparation for the academic year.
- Create social media content.
- Work on a resume.
- And MORE.

WHO CAN PARTICIPATE

- Currently enrolled COLLEGE students.
- High Schoolers ages 16 and up.
- All other inquires can be directed to Madelyn Baum-Bogowith for approval.

DUE DATE

APRIL 15th 2026

HOW TO APPLY

YOU WILL NEED THE FOLLOWING ITEMS TO APPLY:

- **COVER LETTER** describing your past and current involvement in the arts and 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 AND ALL CONFLICTS)
- For students wishing to receive any sort of school credit, please also include in your document what your requirements are in order to receive full credit.

SUBMIT THE ABOVE ITEMS VIA GOOGLE FORM ON THE SPRINGFIELD LITTLE THEATRE WEBSITE. MAKE SURE THAT ALL ATTACHED DOCUMENTS ARE VIEWABLE AND SHARED ACCORDINGLY.



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 student internship aims to provide students with an opportunity to gain workplace skills and learn more about the arts administration field. Further, this provides the opportunity for Springfield Little Theatre to invest in the future of arts leadership.

PLEASE DIRECT ALL QUESTIONS TO THE SLT ARTS ADMINISTRATION INTERNSHIP SUPERVISOR

MADELYN BAUM-BOGOWITH

madelyn@springfieldlittletheatre.org

ARTS ADMINISTRATION INTERNSHIP REQUIREMENTS COLLEGE APPLICANTS

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 Supervisors.

LENGTH

The Internship dates will be agreed upon between the student, their supervisor and the SLT Internship Supervisors. The Internship must last 6 weeks at minimum. The Internship can take place at any time between JUNE 1ST and AUGUST 21ST

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 Supervisors if absence is necessary, and to make up missed hours accordingly.

COMPENSATION

All internships are non-paid.

DUTIES AND EXPECTATIONS

The Intern will perform all duties as assigned to them by the Intern Supervisor. If doing the internship for school credit, they are responsible for communication between SLT and their school. Additionally, they will attend any and all assigned meetings they may have.



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ARTS ADMINISTRATION INTERNSHIP REQUIREMENTS HIGH SCHOOL APPLICANTS

STATUS

Students must be a current Junior, Senior, or 2026 Graduate. Students may use this program to fulfill school credit if agreed upon between the student, their school supervisor, and the SLT Internship Supervisor.

LENGTH

The Internship dates will be agreed upon between the student, their supervisor and the SLT Internship Supervisors. The Internship must last 4 consecutive weeks at minimum. The Internship can take place at any time between JUNE 1ST and AUGUST 21ST

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 Supervisors if absence is necessary, and to make up missed hours accordingly.

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