Summer Production Intern
Job Description

Organization Name
Society for the Performing Arts

Location
Jesse H. Jones Hall for the Performing Arts
615 Louisiana Street, Ste. 100
Houston, TX 77002

Website
www.spahouston.org

Mission
The mission of Society for the Performing Arts (SPA) is to enrich the cultural life of Houston by presenting the world’s best performing artists and enlightening and educating youth and others in the joys of the performing arts.

Internship Overview
The intern will assist Director of Operations in the planning, organization, and execution of SPA presentations. As the programming varies so will the needs of the internship. Responsibilities may include:

• Review and organization of various documents for production related information and data.
• Communication with vendors and partners for the purposes of arranging production services and rentals.
• Shopping and transportation of materials and personnel.
• Interdepartmental support as needed for activities surrounding SPA mainstage productions.
• Assistance with artist services as needed.

Department
Production/Operations

Reports to
Director of Operations

Dates, Hours & Expectations
This position is an 8-week, part-time internship beginning on June 1, 2020. The intern is expected to work 10-20 hours per week, scheduled Monday through Friday, from 9:00 AM – 5:00 PM. Some evenings or weekends are required, depending on SPA presentation schedule and special events. Working hours can be flexible, as needed. Intern should have a reliable form of transportation, as some local travel is expected.
**Compensation**
This internship is unpaid. Complimentary parking will be provided, and business-related expenses will be reimbursed.

**Qualifications and Requirements**
The intern must be a currently enrolled undergraduate student. A working knowledge of theatrical stagecraft and production is desired.

The ideal intern should have an interest in the arts, production, nonprofit administration, or arts administration and be pursuing a major or minor in a related field. Additionally, the ideal intern is self-motivated, enthusiastic, organized, and detail-oriented with knowledge and experience in Microsoft Office.

**How to Apply**
Applicants should email a cover letter and resume to education@spahouston.org. Please write “Summer Production Internship Application” in the subject line. Applicants may apply for more than one internship position offered during the summer. No phone calls, please.

Society for the Performing Arts is an Equal Opportunity Employer. Candidates for employment are considered without regard to race, color, sex, creed, national origin, sexual orientation, age, non-job-related disability, or marital status.