

HERE General Management Internship – Part Time Internship February 2017

GENERAL MANAGEMENT INTERN

The General Management Intern will assist the General Manager in finance and budget management, box office settlements and reconciliations, drafting contracts for artists and productions, company management duties including hospitality arrangements and comp/house seat coordination, general operations, and other administrative tasks as needed.

The successful candidate will be a detail-oriented, very well organized self-starter, with excellent writing, communication and computer skills. Advanced knowledge of Microsoft Word and Excel is required. Additional technology skills preferred. Must be able to commit to 20 hours per week for six months.

In addition to general management duties, the Intern may have the opportunity to learn about Development and work on the planning, production and fundraising of the annual Gala in May.

This is an excellent opportunity for someone who wants to learn how to produce a show from the ground up, including learning about early stage fundraising, development, budgeting and contracting for works-in-progress as well as productions. It is also a great opportunity to develop skills in a presenting organization that is big enough to support works in a variety of genres (dance, theatre, puppetry, visual art), but small enough to really get involved. College Credit Available.

**To apply please send resume, cover letter, and 3 references
to internships@here.org.**