



2019 THEATERWORKS INTERNSHIPS GENERAL INFORMATION

Number of 2019 internships available to HCHE students: 25+, first come, first served

Internships generally work well with TheaterWorks production schedule
TheaterWorks hires administrative interns for marketing and development
Marketing and development align with business and communications majors, however,
TheaterWorks welcomes all students

Positions generally run throughout a semester and are for credit only
(14 weeks - 8 hours per week)

Dates for the remainder of the 2019 season:

Interns are paid a stipend, generally \$115/ week plus credit at their home institution
Internships require roughly 15 hour/week commitment

Front of House Hiring Schedule:

- **GIRLFRIEND** (March 21 - April 28)
Submit by Feb 1
- **ACTUALLY** (May 23 - June 23)
Submit by April 1
- **FULLY COMMITTED** (August 1 - September 1)
Submit by July 1

DUTIES (as assigned)

Typical duties for FOH team may include:

Front of House (FOH) - Patron comfort and safety; ushering

Elevator – making sure patrons are properly escorted to other floors of the building

Communicating with FOH staff via walkie-talkie about patron status

Box Office - patron contact, sales, and customer service

Café - café support and sales

Backstage - supporting the show as a member of the crew