



Position: Office Intern

Reports to: Renaissance Theaterworks Staff

Status: Internship, unpaid

Appointment Length: semester-long (Summer/Fall/Spring)

Objective

The office intern position is designed to provide administrative assistance as needed for Renaissance Theaterworks while providing the intern with valuable arts administrative experiences.

Company Overview

Renaissance Theaterworks was established in 1993 by five women working in professional theater, who recognized a gender imbalance within their industry; Renaissance Theaterworks was founded by Suzan Fete, Marie Kohler, Raeleen McMillion, Jennifer Rupp, and Michele Traband. They sought to correct it by producing excellent theatrical work while actively promoting the careers of other women in professional theater.

Mission Statement

Renaissance Theaterworks' (RTW's) mission is to create moving theater that connects with our shared sense of being human, dedicated to promoting the work of women onstage and off. RTW is Milwaukee's only women-founded, women-run theatre company.

Located in Milwaukee's Historic Third Ward, RTW produces intimate and moving theatre in the Studio Theatre at the Broadway Theatre Center.

Description

The position is unpaid but will provide the candidate with priceless non-profit arts administrative experiences. This is an educational program designed to develop new skills under the supervision of Renaissance Theaterworks Staff. The ideal candidate should be someone enrolled at a university or college in the Milwaukee area. This individual should be interested in developing professional work experiences within the non-profit sector with a concentration in the arts. Ideally, he or she should be available for 5-7+ hours a week during operating hours for in-office work. Additional hours may be needed during shows and events. Candidate should have excellent interpersonal and communication skills, organization and prioritization skills, be a team player and detail-oriented. Requires a working knowledge of Microsoft Office Suite and basic clerical skills. Should have reliable means of transportation. *This is an administrative position, not an artistic or production related internship.*

Responsibilities

1. Assist Administrative Assistant in day-to-day office tasks
2. Complete tasks and projects as needed, found in intern email

Other tasks include but are not limited to:

- Archiving print materials, subscriptions, plays, headshots and resumes, etc.
- Help to maintain online calendars for upcoming shows and events
- Update patron information in donor database

- Assist in mailings such as Costume Campaign, event invites, special promo mailings, Br!NK, etc.
- Help set up for First Rehearsals, Opening Night, Green Room Group and any other events put on by Renaissance Theaterworks
- Monitor usher email and communicate any information to Artistic Associate and/or Administrative Assistant
- Poster hang up and distribution of print materials

We would love to be able to accommodate any other office-related focus that the candidate may have, within reason, such as social media, marketing, development, events, outreach, etc. Our aim is to connect the candidate with the business side of Renaissance Theaterworks as much as possible; to give the individual a well-rounded experience of what it is like to work for a non-profit.

Office Interns will receive 2 complimentary tickets to every performance that falls within the intern's appointment period with Renaissance Theaterworks.

To Apply

Renaissance Theaterworks is interested in receiving applications from a broad spectrum of college students. This is a semester-long, unpaid internship program. College credit, based on University policy, may be available. Please send a cover letter and resume to Marketing & PR Director, Izetta Rees at irees@r-t-w.com. No phone calls please. For more information please visit our website, www.r-t-w.com.