

AUDITORIUM THEATRE
of ROOSEVELT UNIVERSITY

INTERNSHIPS

AUDITORIUM THEATRE

of ROOSEVELT UNIVERSITY

The Internship Program at the Auditorium Theatre of Roosevelt University was created to afford students the opportunity to gain hands-on experience in a professional environment. This prestigious program allows students to work side by side industry professions - applying knowledge gained in the classroom in real-world situations.

Eligibility

To be eligible for consideration, applicants must be:

- At least 18 years old
- Currently enrolled in an undergraduate or graduate program
- Be willing to commit to a semester-long program (or semester equivalent)

Requirements

To apply for an internship, it is important to complete and submit the following:

- Completed application
- Resume with cover letter
- 2 letters of recommendation
- Personal statement (discussing your professional goals as well as what you'd like to gain from an internship)

Process

All applicants will be screened first by the required documents submitted. Based on review of all applicants, the Auditorium Theatre will select and notify candidates to be interviewed. Each internship opening will be filled based on the interviews of all candidates.

Compensation

During their time as an Intern with the Auditorium Theatre of Roosevelt University, interns will receive:

- College Credit (subject to college/university approval)
- Exposure to professionals in a variety of fields
- Networking Opportunities

Equal Opportunity

The Auditorium Theatre of Roosevelt University is deeply committed to a policy of equal employment opportunity for all its employees. This commitment means the Auditorium Theatre of Roosevelt University actively seeks and employs qualified persons in all job classifications and administers all personnel actions affecting employees without discrimination on the basis of race, color, religion, sex, age, national origin, disability, veteran status, marital status or sexual orientation. This policy applies to recruitment, placement, promotion, transfer, retention and training as well as to all other privileges, personnel programs, policies, procedures and terms and conditions of employment.

OPERATIONS MANAGEMENT INTERNSHIP

SUMMARY:

The Operations Internship will focus on general theatre operations, specifically Production, Front of House, Food and Beverage, Box Office and Maintenance. Candidates will work closely with ATRU staff in developing a comprehensive understanding of the practical application of operating a large, non-profit theatre.

OBJECTIVES:

1. Understand the role of each department of the theatre and how these departments work together
2. Gain exposure to labor, trades and employment policies
3. Learn production contract content and requirements
4. Develop customer service skills

SPECIFIC DUTIES:

Assignments may include, but are not limited to:

- Coordinate transportation, catering, and housing for production cast and crew
- Coordinate rehearsal spacing for visiting productions
- Work with house manager in dealing with customers, staff and show operations
- Help with inventory and accounting reporting for concessions department
- Spearhead a number of interesting projects for all aspects of the theatre
- Act as a liaison for the operations department

REQUIREMENTS FOR THE OPERATIONS MANAGEMENT INTERN:

- Flexible schedule that includes evenings and weekends
- Superb communications skills (both verbal and written)
- Be responsible for own housing and transportation

TIMEFRAME:

Internships are available for three terms each year: Fall Semester (September – December), Spring Semester (January – April) and Summer Semester (May – August).

CREATIVE ENGAGEMENT INTERNSHIP

SUMMARY:

The Department of Creative Engagement offers a wide variety of diverse arts opportunities. From professional development for teachers, in-school residencies, master classes and a dynamic student matinee series to historic theatre tours, traveling musical productions with accompanying curriculum and lesson plans, and our summer camp for children who have lost a parent to death – Hands Together, Heart to Art, the Auditorium Theatre strives to provide meaningful and accessible arts experiences to the Chicago community.

OBJECTIVES:

The Creative Engagement Intern will assist the Director of Education with the development, execution and maintenance of the program. Interns will be valued as vital members of a working team with tasks and duties resulting in actual outcomes. In addition to providing hands-on opportunities to assist and observe Creative Engagement programs, residencies, and camps, interns learn how to create, manage and produce effective opportunities for youth, adults and seniors.

SPECIFIC DUTIES:

Assignments may include, but are not limited to:

- Research, writing, and design of teacher and student resource guides
- Serving as an on-site representative at Creative Engagement events
- Assisting with program registrations, phone communication, and the creation and maintenance of education databases
- Preparing for residencies and workshops
- Coordination of touring productions
- Updating and communicating information to educators and schools including: outreach opportunities, logistical needs, study guides, follow-up evaluations and various program specifications
- Communicate the mission and philosophy of the Auditorium Theatre

REQUIREMENTS FOR THE CREATIVE ENGAGEMENT INTERN:

- Candidate should have excellent written and oral communication skills
- Flexible schedule to include evenings and weekends
- Comfortable with various research methodologies
- Knowledge of and/or interest in arts education

TIMEFRAME:

Internships are available for three terms each year: Fall Semester (September – December), Spring Semester (January – April) and Summer Semester (May – August).

SPECIAL EVENTS MANAGEMENT INTERNSHIP

SUMMARY:

The Special Events Management internship program is designed to introduce the intern to all aspects of event production and management within the different types of events that are produced by the Auditorium Theatre of Roosevelt University. These events include, but are not limited to cocktail parties, dinners, lectures, rentals, education and community outreach functions and donor/subscriber hospitality events. Our interns gain a valuable understanding of many different aspects within an event and how they all interact with one another to produce the special event.

OBJECTIVES:

The Special Events Management Internship will provide the intern with a comprehensive understanding of selling, booking and implementing a wide variety of different events. This internship will offer an experience which entails a variety of responsibilities. These responsibilities include supporting all facets of planning events such as parties, ceremonies, competitions, or convention for clients big and small.

SPECIFIC DUTIES:

Interns will assist with event planning, permit requests, vendor relations, event liability insurance, event supplies, sponsorship fulfillment, event marketing, entertainment production, database management, venue and site development and so much more. Our Interns will interface with corporate clients, vendors, production crews and other staff.

REQUIREMENTS FOR THE SPECIAL EVENTS MANAGEMENT INTERN:

- Candidate must have excellent written and oral communication skills
- Flexible schedule to include evenings and weekends (depending on events)
- Be responsible for own housing and transportation

TIMEFRAME:

Internships are available for three terms each year: Fall Semester (September – December), Spring Semester (January – April) and Summer Semester (May – August).