

## General Management Intern

The Public Theater is seeking an ambitious self-starter to join our General Management department for the Fall! The ideal candidate will be comfortable working on their own and is interested in a career in theatre administration. This internship will provide an incredibly well-rounded view of the way General Management and Company Management function in a large nonprofit performing arts institution.

The General Management department serves as the liaison between all departments at The Public as well as with our productions. The department oversees contracts, budgets, company management, union correspondence and house seats, in addition to the daily administration of each production.

### Opportunities/Responsibilities:

- Learn the many aspects of how the GM department functions within the organization
- Shadow company managers at occasional first rehearsals, production meetings, tech rehearsals and performances to see the role of a company manager throughout the production
- Shadow members of the department in various meetings –GM department meetings, show team meetings, readings & development meetings, etc.
- Observe the process of contract drafting depending on individual interest
- Gain insight to our budgeting process
- Assist in House Seat ticketing
- General filing and upkeep of departmental files
- The opportunity to set up individual meetings with various members of the Public staff to learn about their role in the institution

### To apply:

This internship is available immediately and will pay \$15/hour. Hours are Mondays-Fridays, 10am-6pm

Please send cover letter and resume to [ehammond@publictheater.org](mailto:ehammond@publictheater.org)

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.