

# Oregon Contemporary Theatre

## 2017/2018 Arts Administration & Production Internships

OCT internships provide rich opportunities for students to interact with a small, dynamic, professional theatre company and gain experience in all aspects of arts administration and theatrical production. Our internships are geared toward college students, graduate students, and recent graduates interested in careers in arts administration. We are looking for driven, self-directed candidates who are interested in learning from theatre professionals and contributing to a vibrant downtown community.

### Arts Administration - General Administration

#### Academic & Full Year Terms

This is an excellent opportunity to gain experience in the arts industry and be involved in a variety of areas on the business side of the arts. Primary tasks include work related to accounting and financing, purchasing, facilities, human resources, and technology, along with day-to-day required tasks. Projects will be determined by the applicant's qualifications, interests, and skills, as well as the current needs of OCT.

#### Responsibilities

- Maintaining and implementing organizational systems for financial records
- Managing accounts concerning class registrations
- Assist in maintenance of database systems for patrons & donors
- Maintain a high level of performance and positive attitude

#### Qualifications

- Demonstrated interest in the art or business field
- Energetic and personable
- Excellent people skills
- Computer and database experience including Microsoft Office
- Experience with Quickbooks a plus

Send resume, and cover letter (with availability) to Craig Willis, Producing Artistic Director, at [craig@octheatre.org](mailto:craig@octheatre.org)

\* This position is unpaid unless you are eligible for work-study through your academic institution.

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# Oregon Contemporary Theatre

## 2017/2018 Arts Management Internship Opportunities

### Marketing and PR Internship

Marketing and PR Interns work directly with the Associate Producer, focusing mainly on publicity for OCT's presence in the community through communications and event management. Project focus will be determined by the applicant's qualifications, interests, and skills, as well as the current needs of OCT.

### Responsibilities

Marketing and PR Interns will be responsible for numerous projects related to the theatre's public relations, including but not limited to: assisting with marketing and public relation campaigns, event management, direct mail marketing, online calendar postings, blogging, and community outreach. Interns assist with regular maintenance of the OCT website, media monitoring, compiling calendars and contact lists, drafting weekly emails, and calendar listings.

### Qualifications

- Outstanding written and verbal communication is essential, including the ability to write for different audiences (blogs, online listings, email communications)
- Familiarity with social media platforms and etiquette (Facebook, YouTube, Twitter)
- Ability to work independently
- Excellent organizational skills
- Good eye for detail
- Flexibility with scheduling including some weekend and evening hours
- Proficiency with Microsoft Office required, including; Word, Excel, and Publisher
- Photoshop, Illustrator, InDesign or other layout/design software experience a plus
- Photographers and writers especially welcome

Send resume and cover letter (with availability) to Tara Wibrew, Associate Producer, at [tara@octheatre.org](mailto:tara@octheatre.org).

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## 2017/2018 Arts Management Internship Opportunities

### Development and Stewardship Internship

#### Academic Year Terms

We are seeking a highly motivated intern to work on all aspects of the Development Program. This internship is an excellent opportunity for those who wish to learn more about the workings of nonprofit organizations and fundraising.

#### Responsibilities

- Support senior staff and Board in carrying out individual giving and membership campaigns
- Assist with planning and execution of major fundraising events
- Other projects as needed (includes work on the annual fund, grants research, and fundraising events)
- Draft and coordinate donor communications
- Track donor interaction in donor database
- Execution of solicitation and stewardship mailings
- Assist with grant writing, research, and reporting

#### Qualifications

- Must be resourceful and have excellent organizational skills
- Ability to work independently
- Ability to handle multiple concurrent projects
- Outstanding verbal and written communication skills
- Self-motivation, attention to detail and flexibility are imperative
- Proficiency with MS Word, Excel required
- Experience with Adobe Photoshop and Illustrator preferred
- Must be reliable and able to see a project through from start to finish, as well as have the availability to commit to a weekly schedule with a minimum of 4 hours/week

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## 2017/2018 Arts Management Internship Opportunities

### Literary Management/New Work Development Internship

#### Academic Year Terms

We are seeking a highly motivated intern to work on all aspects of literary management. This internship is an excellent opportunity for those who wish to learn more about the workings of nonprofit organizations, artistic planning, and new play development.

#### Responsibilities

- Read solicited and unsolicited scripts and submit reports
- Research emerging writers
- Help generate and coordinate audience engagement initiatives
- Assist with development and maintenance of script database
- Other projects as needed (includes work on the annual fund, grants research, and fundraising events)
- On occasion, correspond with writers about works in production
- Assist with preparation of materials for lobby displays and/or playbill material
- Opportunities to serve as production dramaturg

#### Qualifications

- Must be resourceful and have excellent organizational skills
- Ability to work independently
- Ability to handle multiple concurrent projects
- Outstanding verbal and written communication skills
- Self-motivation, attention to detail and flexibility are imperative
- Proficiency with MS Word, Excel required
- Interest(s) in literary management, producing, or dramaturgy preferred

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# Oregon Contemporary Theatre

## 2017/2018 Arts Management Internship Opportunities

### Theatre Production Internship

#### Academic Year Terms

Production Management Interns work closely with the Production Manager, assisting in the daily operations of the extremely active production team at OCT. Interns work in an intimate environment with ample opportunities for hands-on learning and contact with top designers, stage managers, and crew members, including access to all production meetings and tech rehearsals.

#### Responsibilities

- Opportunities to assist with stage carpentry, theatrical lighting, sound, properties and costuming
- Attend production meetings
- Assist with maintenance of detailed production calendar
- Opportunities to work as assistant stage manager (or SM with prior experience)
- Conduct research into special production needs
- Keep track of production budgets
- Help coordinate communications among all aspects of OCT's production and administrative staff

#### Qualifications

- Must be resourceful and have excellent organizational skills
- Interested in learning the day-to-day coordination of scenic, lighting, costuming, and sound needs for OCT productions
- Ability to handle multiple concurrent projects
- Outstanding verbal and written communication skills
- Strong sense of humor highly encouraged
- Attention to detail and flexibility are imperative
- Proficiency with MS Office products preferred
- Prior knowledge/experience with some element(s) of theatrical production helpful but not mandatory
- May require ability to handle physically demanding tasks

Send resume and cover letter (with availability) to Geno Franco, Production Manager, at [Geno@octheatre.org](mailto:Geno@octheatre.org).

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