

Seattle Children's Theatre

Position Title: Administrative Intern Trainee

Description:

- One full-time Administrative Intern will learn by working with staff in the SCT Education office in Summer 2018. This will include hands-on learning opportunities in customer service, communication, schedule and database management, and general program support. The Administrative Intern will work very closely with the 14 Drama School Interns, Marketing Intern, and the Drama School Faculty, while being supervised by the Education Staff. This internship is ideal for those with an interest in business management and/or arts administration.
- The Administrative Intern will assist on at least one class to have first-hand knowledge of the program's style and structure.
- Training and Support: Throughout the summer, interns will meet weekly to share experiences and receive ongoing coaching and support from the staff; interns will also attend professional development sessions to further their theatre skills.

Time commitment: 40+hrs/week, Monday – Friday. Some evening and weekends for intern meetings, professional development workshops, and hands on experience in front of house for our summer student productions. Late May/early June – August 31. Start date is flexible, but must be no later than June 11.

Qualifications: The ideal candidate for this position will have a minimum of two years of college or demonstrate equivalent experience. Administrative and customer service experience is required. Experience working with youth is highly valued.

Stipend: \$200/week, plus compensation for a bus or parking pass. Housing is not provided; we try to provide out-of-town interns with suitable housing leads.

Application Deadline: 11:59pm PST, February 13, 2018

To apply, please first complete our [application survey](#). You will be prompted to provide your contact information, educational background, and the names, emails, and phone number of two references.

Once you have completed the survey, email the following attachments to Education Program Manager, Laura Knote, at internships@sct.org.

1. Cover letter – address your particular interests and goals in regards to the internship.
2. Resume – outline your administrative, customer service and marketing experience, your theatrical background, as well as your experience working with youth. Please do not include an acting resume and/or headshot.

SCT is an equal opportunity organization. We value a diverse workforce and an inclusive culture. We are committed to diversity in all areas of our work and encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status. We strongly encourage applications from members of underrepresented groups.

The stipend payments associated with this internship are designed to offset some of the food, housing and transportation costs associated with the internship. Intern stipends are not wages and are not related to the number of hours worked by the intern trainee. Internships at SCT are designed primarily to provide training to the intern trainee, for the benefit of that intern trainee. Please check with your college or university to see whether college credit is available for this opportunity.