

ALLEY THEATRE

Summer 2024 Internships are available in the following departments:

Costume Technology & Construction

Costume Internships provide hands-on experience in all areas of the costume shop, including stitching, alterations, crafts, millinery, and fabric manipulation, as well as assisting Costume Design Associates on specific shows. Interested candidates should be able to conduct research, swatch and shop, and should have some previous experience sewing and with clothing/costume construction.

Development

Development Intern will observe and participate in all aspects of the department including special events, individual giving, and institutional giving.

Education & Community Engagement (ECE) – Office

ECE Interns are introduced to a wide range of education and community programs and internships are flexible based on interns' interests and skills. Internships frequently involve research and dramaturgy, data analysis, curriculum building, and program management.

Education & Community Engagement – Camp & Conservatory

Alley Play Makers & Alley Conservatory Interns will build foundational skills in theatre education, arts integration, and classroom management as they support Alley Theatre's professional Teaching Artists in all areas of K-12 Summer programs. Summer Conservatory internships are well suited to those with an interest in Stage Management.

Executive Management (Graduate Students Only)

Reserved for students or recent graduates at the graduate level, the Executive Management internship will expose early career managers to cultural management, executive leadership and mission-based decision making in the professional theatre. Intern will receive a broad overview of the Alley Theatre and how it functions as a whole.

General Management

General Management Interns will learn about and support the day-to-day operations of running a theatre company at the Alley. Working closely with all team members in the General Management department, the General Management Intern will build key skills in non-profit arts administration.

Human Resources (Graduate Students Preferred, or Undergrad Specializing in HR)

Human Resources Interns work closely with the Chief Human Resources & Culture Officer and the Human Resources Associate. Interns provide administrative support of employee records management/digitalization, filing, and archiving; research and analyze best practices in Human Resources and assess current or proposed programs and initiatives against best practices; and participate in various HR-related projects such as Equity, Diversity, Inclusion & Access (EDIA) training, Employee Engagement events and other HR Projects.

Lighting

Lighting Interns will have a hands-on learning experience alongside the Lighting Staff and Guest Artists. Experiences will be tailored to the intern's skills and interests. Interns will be able to follow the development of our "Summer Chills" production from light plot submission to opening.

Literary

Literary Interns will support the Literary Office in its day-to-day operations, including fielding script submissions, reading scripts and writing reports, and formatting and distributing scripts. Interns will also participate in planning meetings for the 2024 Alley All New Festival. They may also have the opportunity to observe the rehearsal process for the first production of the 24-25 season.

Marketing

Marketing intern will have the opportunity to participate in developing marketing campaigns for Alley productions and programs. Candidates should have an interest in content creation and social media marketing.

Operations

Operations Intern will get an insider's glimpse of what the theatre and its employees need to perform at an optimal level. They will support the world-class Alley All New Festival, internal and external events as well as learn the basics of facility management.

Scenic Technology

Scenic Technology Interns will gain experience with a variety of skills within the Scenery Department, which may include construction, painting, rigging, drafting, and management. Internships can be flexible to focus primarily on the interns' skills and interests. Interested candidates must be comfortable working with power tools and should have a foundational knowledge of the particular skills on which they'd like to focus.

Departments not listed will not be accepting intern applications for the Summer of 2024.