

ALLEY THEATRE

Summer 2025 Internship Descriptions

Development

Development Intern will observe and participate in all aspects of the department including special events, individual giving, and institutional giving. Ideal candidates will express interest in the fundraising and donors that support the operating budget outside of ticket sales.

Required Application Attachments: Resume only.

Education & Community Engagement: Play Makers Camps for K-8

Alley Play Makers 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-8 operations.

Required Application Attachments: Resume only. Six internships available.

Education & Community Engagement: Alley Conservatory & Summer Teen Acting

Alley Conservatory and Summer Teen Acting Interns will build foundational skills in theatre education and devising as they support Alley Theatre's professional Teaching Artists in Teen programs. Summer Conservatory internships are well suited to those with an interest in Directing and/or Stage Management.

Required Application Attachments: Resume and writing or paperwork sample. Two internships available.

Finance

Finance interns will be provided an in-depth look at all aspects of the accounting operations of Alley Theatre in support of the Finance team. This role will significantly assist in preparing for the annual financial audit. The intern will also gain insight into the multi-faceted strategy of financial planning for a not-for-profit performing arts organization. Internship is well suited to a business, economics, or arts administration major or minor.

Required Application Attachments: Resume only.

Human Resources

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. Internship is well suited to someone specializing in HR at the Graduate or Undergraduate level.

Required Application Attachments: Resume only.

Lighting

Alley Theatre Lighting Interns learn alongside staff Lighting Technicians and Production Electricians on the planning, construction, installation, focus, and programming of our Summer Chills production. Additional opportunities include equipment repair and maintenance, drafting, console programming, and design/technical support of the Summer Conservatory (Teen Camp) final production. Note that this is primarily a technical internship.

Required Application Attachments: Resume only.

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 2025 Alley All New Festival. Interns may also have the opportunity to observe the rehearsal process for the first production of the 25-26 season.

Required Application Attachments: Resume and writing sample.

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.

Required Application Attachments: Resume only.

Operations

Operations Intern will get an insider's glimpse of what the theatre and its employees need to perform at an optimal level and will assist in the day-to-day tasks that help keep the theatre and offices running.

Select tasks include:

- Setup and running for show events, community gatherings, and internal meetings
- Equipment setup and maintenance, including fixing, changing, or set up of various equipment
- Transporting items as requested, including furniture, food and beverage, mail, packages, and first aid
- Maintaining stock of necessary materials around the office
- Creating plans for events, department purchases, and reorganization

In addition, the intern will be tasked with working long-term in the Alley Archives to sort, clean, preserve, and catalog historical and culturally significant materials. Interns can expect a more active working style, that includes movement, lifting, carrying, and working with hands.

Required Application Attachments: Resume only.

Patron Services

The Patron Services intern will collaborate with our Guest Services and Front of House Teams to help manage volunteer and patron communications. They will assist in creating standard operating procedure documents by enhancing existing materials and developing new resources. This internship offers the opportunity to learn about managing large volunteer and subscription bases while building research and operational skills.

Required Application Attachments: Resume only.

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. Applicants should have completed at least two years of college before the start of the internship.

Required Application Attachments: Resume and portfolio.

Departments not listed will not be accepting intern applications for the Summer of 2025.