

# ALLEY THEATRE

## Summer 2026 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. Intern best suited to Business, Marketing, Communications or Performing Arts majors.

*Required Application Attachments: Resume only.*

### Education & Community Engagement: Play Makers Camps for 1-8 graders

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 1-8 operations.

*Required Application Attachments: Resume only. Five 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.*

### 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.

*Required Application Attachments: Resume only.*

### 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.*

### 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.

*Required Application Attachments: Resume only.*

### Human Resources

The Human Resources Intern works closely with the Alley Theatre Chief Human Resources & Culture Officer and the Human Resources Associate, gaining hands-on exposure to core HR functions in a dynamic, mission-driven organization. This internship provides meaningful, practical experience supporting day-to-day HR operations while contributing to strategic people initiatives. Interns assist with administrative and project-based work, including employee records management, digitalization, filing, and archiving. Interns also conduct research on Human Resources best practices and help assess current or proposed programs and initiatives against those standards.

In addition, interns participate in a variety of impactful HR projects, such as: Performance Management processes and tools, Onboarding and new-hire experience initiatives, Organizational Culture & Wellness programs, Employee Engagement events and special HR projects. This internship is well suited for students at the undergraduate or graduate level who are pursuing or interested in a specialization in Human Resources, organizational leadership, or a related field, and who are eager to learn in a collaborative, real-world environment.

*Required Application Attachments: Resume only.*

### Lighting

Lighting Intern will work alongside and learn from each of our full-time staff members as we plan, build, install, and tech our Summer Chills Production. The Lighting Intern will learn skills in electrical/structural planning, crew management, wiring, and equipment repair. The intern will hang, cable, and focus lights and learn the process and expectations of a large regional theatre. While some small creative opportunities are included, this is primarily a technical internship and is best suited for aspiring technicians, programmers, and production electricians rather than designers.

*Required Application Attachments: Resume (required) and portfolio (optional).*

### 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 (required) and portfolio (optional).*

### 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.*

### 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 (pdf) and portfolio (pdf or online).*

*Departments not listed will not be accepting intern applications for the Summer of 2026.*