



## Unicorn Theatre Internship Opportunity: Administrative Intern

Administrative Interns will gain hands on experience and knowledge of how a small professional theatre company operates. The staff will provide each intern with training, guidance and professional knowledge catered to their interests. Projects will include helping with clerical work, data entry, and helping the Unicorn to provide all of their patrons with the highest customer service.

### **The ideal candidate will:**

- possess strong communication, problem solving, and organizational skills
- be proficient in Microsoft Office Word, Excel, and have the ability to quickly learn new computer programs
- have the ability to work efficiently in a fast paced environment
- be resourceful and self-motivated
- be open to receiving guidance and direction

**The Commitment.** Administrative Interns are asked to set a semi-permanent schedule for themselves based on their availability. We encourage a time commitment between 10-20 hours a week.

**Compensation:** College credit may be available through your school. An impressive resume-builder.

**Deadline.** We accept internship inquiries throughout the year. Send us your information and we'll figure out the best time to have you join our team.

**To apply,** candidates must submit the following materials:

1. Resume with references (documenting technical experience)
2. Cover Letter (including):
  - Your career goals
  - Your interest in the arts, particularly contemporary theatre
  - What you have to offer the Unicorn
  - Indication of the time frame in which you are free

### **Submit materials or questions to:**

Emily Swenson  
Unicorn Theatre  
Production Manager  
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