



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. This internship will include participation on long term and short term projects with multiple departments in our busy administrative offices.

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: We're flexible. Administrative Interns are asked to set a regular schedule for themselves based on their availability. We encourage a time commitment between 10-20 hours a week. Stay with us for one or two semester or the whole year.

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 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:

Em Swenson
Unicorn Theatre
Director of Production Design
Email: eswenson@unicorntheatre.org
Phone: 816.783.5515