



N O R T H C A R O L I N A Blumenthal Performing Arts Center

INTERNSHIP PROGRAM

Internships at the North Carolina Blumenthal Performing Arts Center are designed to offer meaningful arts management field experience related to an individual's particular area of interest.

Emphasis is placed on offering a variety of "hands-on" experiences for Interns by providing a valuable perspective on the inner workings of a performing arts center and a successful business environment – from daily operations to long-range planning – in a variety of areas including: **BOX OFFICE MANAGEMENT, FOOD & BEVERAGE, DEVELOPMENT, EDUCATION, HUMAN RESOURCES, MARKETING, PROGRAMMING, TECHNICAL SERVICES,** and **VOLUNTEER SERVICES.**

Interns undertake a variety of projects, which provide a challenging educational experience, while meeting the needs of the Center. Intern assignments depend upon the qualifications and interest of the applicant, as well as the specific needs of each department. Center directors and managers provide focused professional supervision and experience to each Intern assigned to their departments. Internship positions are available to students, as well as other qualified individuals. The scheduling of Internships can be very flexible, making possible full-time, part-time, inter-session and summer positions. Interns must be able to commit a minimum of 3 months. At the conclusion of the Internship, students are expected to complete an Exit Interview.

INTERNS MAY BE ELEGIBLE FOR COLLEGE CREDIT UPON COMPLETION OF OUR INTERNSHIP PROGRAM. ALL INTERNSHIPS ARE UNPAID. Interns are responsible for all personal expenses incurred during their Internship. Students are expected to obtain and complete the necessary forms to receive credit for their Internship. Students are also responsible for meeting any registration requirements from their college or university.

RELEASE OF LIABILITY

Prior to serving an Internship, participants must sign a release absolving the North Carolina Blumenthal Performing Arts Center and all personnel from liabilities relating to any loss, damage or injury sustained during the course of their activities as an Intern.

TO APPLY

Submit the following materials:

- A completed Internship application form (available on the Center's website www.BlumenthalCenter.org or from your school career center placement office)
- A letter of application that describes your Background and interest, as well as a statement of career goals and objectives
- A current resume
- A letter of recommendation from a faculty advisor or other appropriate reference

SEND TO

Internship Program
NC Blumenthal Performing Arts Center
PO Box 37322
Charlotte, NC 28237

ADDITIONAL CONTACT INFO

Email: internships@ncbpac.org
Phone: (704) 333-4686
Fax: (704) 444-2087
Website: www.BlumenthalCenter.org

Materials may also be faxed or emailed.

INTERNSHIP OPPORTUNITIES

BOX OFFICE MANAGEMENT

Interns are exposed to all aspects of ticket sales & management. Emphasis will be placed on office procedures, sales production and customer service. Activities include learning standard ticketing sales procedures, business specific computer applications, weekly sales reports, and customer relations. All majors are welcome to apply.

FOOD & BEVERAGE

Interns are exposed to the processes of planning, executing, and overseeing the catered events and activities of the Center and Spirit Square. Duties may include assisting in the design of menus, decorating, food preparation and display, room layouts, and new product rollouts. Interns must be available to work a flexible schedule to include nights and weekends.

DEVELOPMENT

Interns are given an opportunity to learn about funding and the arts. Interns may acquire a working knowledge of the diverse funding needs and sources linked to the performing arts in: annual giving, major gift development, sponsorships and grants, special event fund raising, capital campaigns, planned giving telemarketing and prospect research.

EDUCATION

Interns will have the opportunity to learn about the arts in education program in the schools, in the community, at Spirit Square, and at the Center. Interns will learn about specific aspects of arts in education work by focusing on the performance of project tasks and assignments designed to impart knowledge and skills that meet the academic and departmental requirements.

HUMAN RESOURCES

Interns are given the opportunity to learn a wide range of activities related to the operations of a human resources department, including recruiting, benefits administration, auditing, HR record keeping, research, and employee relations. Requirements are attention to detail, excellent communication skills, ability to manage multiple tasks and an interest/background in Human Resources.

MARKETING

Interns who have a background and interest in marketing, advertising, public relations, graphic design will have an opportunity to assist with a number of projects that are on-going during the season. Responsibilities depend upon current projects and individual qualifications. Typical responsibilities include participation in preparing copy, database management, advertising, distribution of marketing collateral materials, publicity and promotional assistance.

PROGRAMMING

Interns are given the opportunity to research program options, participate in the selection process and assist with negotiating and finalizing contracts. In addition, Interns may participate in the show planning, development and implementation of each program, including show budgets, ticket prices, sales reports and show settlements.

TECHNICAL SERVICES

Interns will have a chance to participate in a wide variety of "behind the-scenes" activities. The Internship will include basic lighting, sound, rigging, and carpentry instructions and demonstrations. Along with these basic demonstration sessions, Interns will also shadow members of the Technical department during events (i.e., load-ins, performances, load-outs). Requirements include availability to work some nights and some weekends. Theatre/Technical background preferred.

VOLUNTEER SERVICES

Interns will have the opportunity to learn about and promote the Center's Volunteer Program. Interns will have the opportunity to assist with organizing and attending events for Center Volunteers. All majors are welcome to apply.

PLEASE LIST RELEVANT SKILLS OR PRIOR WORK EXPERIENCE (A RESUME MAY BE ATTACHED)

WHY ARE YOU INTERESTED IN AN INTERNSHIP AT THE PERFORMING ARTS CENTER, AND WHAT DO YOU HOPE TO ACHIEVE AT THE END OF THE PROGRAM?

I CERTIFY THAT THE STATEMENTS I HAVE MADE ARE TRUE, AND I AUTHORIZE THE NC BLUMENTHAL PERFORMING ARTS CENTER TO INVESTIGATE THE ACCURACY AND COMPLETENESS OF THE INFORMATION PROVIDED.

Signature

Date

THE FOLLOWING INFORMATION WILL BE KEPT SEPARATE FROM YOUR APPLICATION

Part of the North Carolina Blumenthal Performing Arts Center commitment to an Affirmative Action Program includes giving full consideration for employment to qualified disabled individuals, veterans, ethnic minorities and women. The following information is being requested of all applicants for employment. Providing this information is **STRICTLY VOLUNTARY**. This self-identification request is made in compliance with the regulations issued by the government, and will assist us with monitoring, record keeping and periodic reporting. This information will be kept separate from your application and **will not be used in a discriminatory manner**.

Name: _____

Internship Opportunity Applied For: _____ Date: _____

Sex: Male Female

Race: African American Asian Caucasian Hispanic Native American Other

Are you able to perform the essential functions of this position, with or without an accommodation? If accommodations needed, please describe.

Have you ever served in the Armed Forces in this Country? Yes No

Dates of Service: From: _____ To: _____

Are you a Vietnam Era Veteran? Yes No

Recruitment Source: Internship Fair College Recruiting
 Walk-In Employee Referral
 Website Other _____