



Shea's Performing Arts Center Special Events and Fundraising Internship

Dates and Hours: January-June. Schedule is flexible depending on intern's availability. Some weekend and evening hours may be requested around a performance or event.

Description: The Special Events and Fundraising Intern supports the Encore Events Manager and Development staff in the planning of all Shea's sponsored engagements and activities.

Duties:

- Assist with logistical planning and preparation for Encore Events and programming including: Shea's Black Tie Gala, Bill Crooker Memorial 5-K, Shea's Shopping Soirée, Shea's Food, Wine and Beer event and other events as needed
- Database creation/compilation and maintenance, donor cultivation, courtesy calls, vendor research, and mass mailings
- Assist with Shea's On School Time and Family Film Series as needed
- Provide general office support as needed for all departments including: Education, Group Sales, Finance, Box Office, and Marketing
- Become knowledgeable of Shea's current programming, shows and administration, and offer creative input for future initiatives

Qualifications & Prior Experience: The Special Events and Fundraising Intern should demonstrate a background and/or interest in arts administration, event planning, or business. Organizational skills, knowledge of basic office equipment and computer programs, excellent written and oral communication skills, ability to multi-task, and knowledge of Excel and Microsoft word required.

Preferred Majors: Arts/Non-Profit Administration, Communications, Hospitality and Tourism, Marketing, and Business

Compensation: All internships at Shea's Performing Arts Center are unpaid. References and school credit available (where applicable).

To Apply: Please send a cover letter, and resume to Jen Mysliwy, Arts Education Coordinator at jmysliwy@sheas.org or call 716-829-1171 for more information.



Shea's Performing Arts Center Theatre Education Internship

Dates and Hours: January-June. Schedule is flexible depending on intern's availability. Some weekend and evening hours may be requested around a performance or event.

Description: The Shea's theatre education intern will work directly with Shea's education staff primarily in the areas of event planning and education. Additional duties may include ticket sales, grants and sponsorships, or marketing. Interns will assist with the following programs:

Duties:

- Shea's On School Time series – processing reservations, designing promotional materials, assisting during performances
- Kenny Awards – assist with event coordination, finalist communication, program and presentation designs, and more
- Junior Theater Celebration – track incoming participants, assist with event coordination, assist with participant communication
- Shea's Summer Musical Theatre Intensive / The Actor's Edge – help prepare application mailing, process incoming applications

Other tasks may be assigned based on intern's experience and ability.

Qualifications & Prior Experience: Theatre education intern must be 18 years of age or older and should have a background and/or interest in arts/non-profit administration, education, and performing arts. Organizational skills, knowledge of basic office equipment and computer programs (i.e. Microsoft Excel and Word), excellent written and oral communication skills, and ability to multi-task are required. Blogging, lesson planning, public speaking, graphic design, and photography are helpful, but not required.

Preferred Majors: Arts/Non-Profit Management, Education, Theatre/Performing Arts, Communications/Marketing

Compensation: All internships at Shea's Performing Arts Center are unpaid. References and school credit are available (where applicable).

To Apply: Please send a cover letter, resume, and the names and contact information for two references to Jen Mysliwy, Arts Education Coordinator at jmysliwy@sheas.org or call 716-829-1171 for more information.



Shea's Performing Arts Center

Marketing Internship

Dates and Hours: January-May. Primarily Monday-Friday 9am-5pm. Some weekend and evening hours may be requested around a performance or event.

Description:

The successful candidate will be enrolled full-time in a major university or college and studying marketing or communications. We're looking for a driven, ambitious individual who wants to create a career in various forms of marketing including but not limited to social media, communications and graphic design. We're offering a flexible schedule to accommodate the semester. We provide extensive training, guidance and support, as well as the opportunity to experience the Arts and Entertainment industry from the inside and gain valuable experience.

Duties:

- Assist with content creation and monitoring of social media channels and their respective strategies
- Monitor local, regional and national news regarding our facility, the industry and other trending factors that affect our work
- Assist the PR Associate with press related work such as localizing press releases, maintaining press trackers and more
- Perform small graphic design assignments in updating ads and other collateral materials as needed
- Manage and pull customer contact lists from proprietary system
- Attend various performances and events to capture content for short and long-term use

Skills and Qualifications:

- Enrollment in Bachelor's degree program required
- Familiarity with social media strategies and platforms
- Graphic design experience required
- Ability to multi-task and take initiative
- Flexible schedule
- Hardworking and dedicated outlook
- Ability to take direction and absorb information quickly
- Experience with content creation a plus, even if not professionally

Compensation: All internships at Shea's Performing Arts Center are unpaid. References and school credit available (where applicable).

To Apply: Please send a cover letter and resume to Jenn Mysliwy, Arts Education Coordinator at jmysliwy@sheas.org or call 716-829-1171 for information.



Shea's Performing Arts Center Events and Hospitality Internship

Dates and Hours: January-May. Interns are required to work scheduled performances which will include numerous evening and weekend hours. Some M-F daytime hours may be requested for planning, reporting and inventory work.

Description:

The Hospitality Interns work directly with Shea's Performing Arts Center Hospitality staff including the Manager of Events & Hospitality, Supervisor of Events and Hospitality, House Manager, and Hospitality and Box Office staff.

Duties:

- Provide general office support as needed; including photocopying, file maintenance and database compilation.
- Assist in lobby set up for performances and events.
- Assist in coordinating and scheduling concession volunteers.
- Assist in monthly inventory counts.
- Assist in preparation and execution of annual Shea's fundraisers.
- Assist outside companies who have their events at Shea's. Assist with logistical planning and preparation for said events and help in assuring a smooth execution.
- Become knowledgeable of Shea's current programming, shows and administration and offer creative input for future initiatives.

Qualifications & Prior Experience: Events and Hospitality Interns must demonstrate a background and/or interest in event planning or the hospitality industry. Written and oral communication skills and ability to multi-task are required. The ability to demonstrate "Grace Under Fire" is a must!

Compensation: All internships at Shea's Performing Arts Center are unpaid. References and school credit available (where applicable).

To Apply: Please send a cover letter, and resume to Jen Mysliwy, Arts Education Coordinator at jmysliwy@sheas.org or call 716-829-1171 for more information.



Shea's Performing Arts Center Theatre Restoration Internship

Dates and Hours: January-December. Schedule very flexible depending on intern's availability. Some evening hours may be requested but are not mandatory.

Description: The theatre restoration interns work with and learn from Shea's Performing Arts Center restoration staff.

Duties:

- Mold making and color matching.
- Creating Trompe L'Oeil effects.
- Stenciling work.
- Sanding, priming and touch up work.
- Ladder work (Shea's will supply all safety equipment but work clothes and appropriate foot apparel are supplied by the intern)

Qualifications & Prior Experience: Theatre Restoration Interns must demonstrate an interest in connecting with their architectural heritage, a desire to do "hands on" work and a willingness to learn and be a team player.

Compensation: All internships at Shea's Performing Arts Center are unpaid. References and school credit available (where applicable).

To Apply: Please send a cover letter and resume to Jen Mysliwy, Arts Education Coordinator at jmysliwy@sheas.org or call 716-829-1171 for information.