



SHAKESPEARE FESTIVAL ST. LOUIS

ADMINISTRATIVE INTERNSHIP-ARTISTIC/COMMUNITY ENGAGEMENT

Description: Administrative Assistant, with a focus on artistic and community programming.

Reports to: Jennifer Wintzer, Associate Artistic Director

Commitment: November 2018 through June 2019

Purpose: Support the Associate Artistic Director in the successful execution of the Festival's 2018-2019 artistic programming. Intern will provide overall administrative support for Associate Artistic Director and event support as needed. Hours will fluctuate to support scheduled events.

Responsibilities:

Administrative Support

- Maintain calendar and schedule booking of travel for Associate Artistic Director.
- Additional project-based work as needed.
- Take minutes for all artistic and production meetings.

Producing Support

- Maintain artist schedules.
- Onsite staffing of events, including distribution of SFSTL information and reporting on participation
- Assist in the production process for In the Works, Education Tour, SHAKE 101 and Shakespeare in the Streets, including rehearsal and technical support
- Assist with volunteer recruitment

Experience / Education:

- Some knowledge of non-profit arts organizations; theater experience preferred but not required
- Experience and interest in event planning, promotion, and staffing

Skills / Knowledge: Candidates must be flexible and excel in the team-oriented, fast-paced environment of a non-profit organization.

Special Requirements: Great people skills, highly organized, logical, work well in high-pressure circumstances.