2027 Arts Management Internship Program

Accepting Applications for our 2027 Season until February 1, 2027

INTERNSHIP DESCRIPTION

This internship will provide hands-on experience in the day-to-day operations and management of an arts organization. Responsibilities will include box office and front-of-house management, hospitality, customer service, and internal company communications. The intern will assist with counting, recording, and depositing daily box office and concession sales; designing and setting up front-of-house displays; and managing the company's internal communication platform. Additional opportunities will include collaborating with the Board of Directors' development, hospitality, events, and marketing committees, as well as supporting the CST Business Manager with various administrative and operational tasks as needed.

Summer Internship Timeline: May 24 through August 7, 2024

Compensation: $1,700 Stipend

ADDITIONAL BENEFITS Value = $1000-$1600

- CST provides transportation stipend throughout this contracted season. *Value = $200-$800*
- CST provides housing with air-conditioning, a fully stocked kitchen, washer & dryer. *Value = $500*
- CST provides an evening meal every workday & Brunch on load-in/load-out days. *= $300*

Reports to – Executive Artistic Director

Required Qualifications

- Attention to detail and strong organization and communication skills.
- Excellent knowledge in various digital communication platforms.
- Experience and/or coursework in management and/or marketing.
- Provide own vehicle, valid Driver's License

Preferred Qualifications

- Team player enjoys the performing arts, strong sense of fiscal responsibility and leadership skills.

About Cedar Summerstock Theatre

Creating Artists, Connecting Communities is our purpose. Cedar Summerstock Theatre invites college students from nationally recognized theater arts programs to collaborate with professional directors, local artists, and underserved rural youth. Our stage provides a platform for unique educational opportunities, a showcase for deserving talent to have professional production experience, and a seat for vibrant theater to audiences in northern Iowa and southern Minnesota.

Application Requirements

Send a letter of interest, two references- one employer/one professor, and a resume to:
nancy@cedarsummerstock.com