
INTERNSHIPS

AUDITORIUM THEATRE

of ROOSEVELT UNIVERSITY

The Internship Program at the Auditorium Theatre of Roosevelt University was created to afford students the opportunity to gain hands-on experience in a professional environment. This prestigious program allows students to work side by side industry professionals - applying knowledge gained in the classroom in real-world situations.

Eligibility

To be eligible for consideration, applicants must be:

- At least 18 years old
- Be willing to commit to a semester-long program (or semester equivalent)
- Special consideration for currently enrolled in an undergraduate or graduate program

Requirements

To apply for an internship, it is important to complete and submit the following:

- Completed application
- Resume with cover letter
- 2 letters of recommendation
- Personal statement (discussing your professional goals as well as what you'd like to gain from an internship)

Process

All applicants will be screened first by the required documents submitted. Based on review of all applicants, the Auditorium Theatre will select and notify candidates to be interviewed. Each internship opening will be filled based on the interviews of all candidates.

Compensation

During their time as an Intern with the Auditorium Theatre of Roosevelt University, interns will receive:

- College Credit (subject to college/university approval)
- Exposure to professionals in a variety of fields
- Networking Opportunities

Equal Opportunity

The Auditorium Theatre of Roosevelt University is deeply committed to a policy of equal employment opportunity for all its employees. This commitment means the Auditorium Theatre of Roosevelt University actively seeks and employs qualified persons in all job classifications and administers all personnel actions affecting employees without discrimination on the basis of race, color, religion, sex, age, national origin, disability, veteran status, marital status or sexual orientation. This policy applies to recruitment, placement, promotion, transfer, retention and training as well as to all other privileges, personnel programs, policies, procedures and terms and conditions of employment.

Internship Application

Date: _____

Name: _____
Last
First
Middle

Soc. Sec. No.: _____ - _____ - _____

Address: _____
No. and Street
City
State
Zip

Telephone: (_____) _____ Email: _____

I am applying for: Operations Creative Engagement Arts Administration

Please indicate for which semester you are applying: Year _____

Summer: (May-August) Fall: (September - December) Spring: (January - April)

Are you over the age of 18? Yes No

Have you ever been convicted of a crime? Yes No

Have you included 2 letters of reference? Yes No

Have you included a resume and cover letter? Yes No

Have you included a personal statement detailing your personal goals as well as what you would like to gain from this internship? Yes No

Education

	Name	Major	Last Year Completed	Graduation Date
High School				
College				
Other				
Other				

I authorize the investigation of all information set forth in this application, including social networking profiles created by me hosted and maintained by third parties. I understand that if hired, misrepresentation or omission of facts in this application may result in dismissal. If I am hired by the Auditorium Theatre of Roosevelt University, I understand that my employment is "at will", which means that I or the employer can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by law. I understand that no representative of the Auditorium Theatre of Roosevelt University, other than the Executive Director, has the authority to enter into any agreement for employment.

Date: _____

Please mail this completed application to:

Signature: _____

The Auditorium Theatre of Roosevelt University
 Attn: Internship Coordinator
 50 East Congress Parkway
 Chicago, IL 60605

OPERATIONS INTERNSHIP

SUMMARY:

The Operations Internship will focus on general theatre operations, specifically Production, Front of House, Food and Beverage, Box Office and Maintenance. Candidates will work closely with ATRU staff in developing a comprehensive understanding of the practical application of operating a large, non-profit theatre.

OBJECTIVES:

1. Understand the role of each department of the theatre and how these departments work together
2. Gain exposure to labor, trades and employment policies
3. Learn production contract content and requirements
4. Develop customer service skills

SPECIFIC DUTIES:

Assignments may include, but are not limited to:

- Coordinate transportation, catering, and housing for production cast and crew
- Coordinate rehearsal spacing for visiting productions
- Work with house manager in dealing with customers, staff and show operations
- Help with inventory and accounting reporting for concessions department
- Spearhead a number of interesting projects for all aspects of the theatre
- Act as a liaison for the operations department

REQUIREMENTS FOR THE OPERATIONS INTERN:

- Flexible schedule that includes evenings and weekends
- Superb communications skills (both verbal and written)
- Be responsible for own housing and transportation

TIMEFRAME:

Internships are available for three terms each year: Fall Semester (September – December), Spring Semester (January – April) and Summer Semester (May – August). Deadline for application is as follows:

Spring:	November 1
Summer:	March 1
Fall:	August 1

CREATIVE ENGAGEMENT INTERNSHIP

SUMMARY:

The Department of Creative Engagement offers a wide variety of diverse arts opportunities. From professional development for teachers, in-school residencies, master classes and a dynamic student matinee series to historic theatre tours, traveling musical productions with accompanying curriculum and lesson plans, and our summer camp for children who have lost a parent to death – Hands Together, Heart to Art, the Auditorium Theatre strives to provide meaningful and accessible arts experiences to the Chicago community.

OBJECTIVES:

The Creative Engagement Intern will assist the Education Manager with the development, execution and maintenance of the program. Interns will be valued as vital members of a working team with tasks and duties resulting in actual outcomes. In addition to providing hands-on opportunities to assist and observe Creative Engagement programs, residencies, and camps, interns learn how to create, manage and produce effective opportunities for youth, adults and seniors.

SPECIFIC DUTIES:

Assignments may include, but are not limited to:

- Research, writing, and design of teacher and student resource guides
- Serving as an on-site representative at Creative Engagement events
- Assisting with program registrations, phone communication, and the creation and maintenance of education databases
- Preparing for residencies and workshops
- Coordination of touring productions
- Updating and communicating information to educators and schools including: outreach opportunities, logistical needs, study guides, follow-up evaluations and various program specifications
- Communicate the mission and philosophy of the Auditorium Theatre

REQUIREMENTS FOR THE CREATIVE ENGAGEMENT INTERN:

- Candidate should have excellent written and oral communication skills
- Flexible schedule to include evenings and weekends
- Comfortable with various research methodologies
- Knowledge of and/or interest in arts education

TIMEFRAME:

- Internships are available for three terms each year: Fall Semester (September – December), Spring Semester (January – April) and Summer Semester (May – August). Deadline for application is as follows:
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 - Spring: November 1
 - Summer: March 1
 - Fall: August 1

ARTS ADMINISTRATION INTERNSHIP

SUMMARY:

The Arts Administration internship program is designed to introduce the intern to all aspects of arts management applicable to the Auditorium Theatre of Roosevelt University.

OBJECTIVES:

The Arts Administration internship will provide the intern with a comprehensive understanding of the operational, logistical and financial components of the Auditorium Theatre. This internship will offer an experience which entails a variety of responsibilities. These responsibilities include supporting all facets of management team.

SPECIFIC DUTIES:

Interns may assist with general office work, contracts, show settlement, client relations, operations, entertainment production, database management, venue and site development and so much more. Our Interns will interface with corporate clients, vendors, production crews and other staff.

REQUIREMENTS FOR THE OPERATIONS INTERN:

- Candidate must have excellent written and oral communication skills
- Flexible schedule to include evenings and weekends (depending on show schedule)
- Be responsible for own housing and transportation

TIMEFRAME:

Internships are available for three terms each year: Fall Semester (September – December), Spring Semester (January – April) and Summer Semester (May – August). Deadline for application is as follows:

Spring:	November 1
Summer:	March 1
Fall:	August 1