



Various Internships Available

Seeking motivated, dedicated, activists and/or business-oriented interns at New England's premiere lesbian, gay, bisexual and transgender (LGBT) theater, *The Theater Offensive*.

YOU can be involved in any combination of the areas below:

- Theater festival programming and administration
- Design, marketing and advertising
- Community outreach and grassroots networking
- Grants, fundraising and board development
- Assistant directing, stage managing or performing in guerrilla street theater
- Event production and planning
- Theater education and LGBTQ youth
- Office administration

And more!

Join us in our bustling Cambridge office for an internship like no other! Flexible schedule, varied responsibilities, challenging and invigorating work.

To apply: (1) visit www.thetheateroffensive.org, (2) click on "Get Involved", (3) download an internship application and (4) fax, email or snail mail completed application. (**fax:** 617-661-1610, **address:** 29 Elm Street #2, Cambridge, MA, 02139) Email questions, cover letters and resumes to: joinus@thetheateroffensive.org. Rolling deadline, positions year-round.

BENEFITS: Internships are unpaid but interns receive academic credit if desired and are eligible for free tickets to area shows, as well as invitations to cast parties, artist receptions and visiting artist workshops. Interns may also qualify for one-of-a-kind job/school recommendations, professional referrals, community networking and organizational resources.

Experience with lesbian/gay/bisexual/transgender and racially diverse urban communities a plus. LGBTQ people of color are strongly encouraged to apply. Internships are geared to undergrad, graduate and mature-aged students and non-students of all ages and experience

levels.

We will customize all internship positions to suit each individual. Here are just a few examples of internships to consider!

Assistant to the Executive Artistic Director - assist Executive Artistic Director by networking with sister organizations, reviewing script submissions, communicating with the Board of Directors, assisting with special events, donor cultivation, assisting with grant submissions, communicating with foundations and general office administration.

The Theater Offensive is looking for interns to assist the Executive Artistic Director in company development, fundraising, new play development, and production planning. Duties may include reading, reviewing, and responding to new script submissions; communicating with board members, foundations and major donors; networking with sister organizations and local businesses; database maintenance; assist with planning of our outrageous events, house parties and donor appreciation perks; researching foundations; assisting with grant proposals; and performing basic office administration tasks. Other projects include assisting with Pride planning in May & June.

A successful candidate will be attentive to detail, skilled in interpersonal communication, and interested in the behind-the-scenes work of a theater or non-profit. Requires multitasking, excellent time management, organizational ability, and good writing skills. Computer, phone, and/or theater experience helpful, but not required. Previous experience with database (FileMaker Pro or Microsoft Access) or fundraising interest a plus but not required. If you are interested in starting your own theater company one day this internship is for you!

Theater/Arts Associate - assist the Productions & Operations Director by coordinating relationships with artists, the theater community, and national cultural orgs & venues; assist with touring shows; provide support for TTO's internal day-to-day operations; maintain departmental systems.

The Theater Offensive is looking for interns to provide assistance to the productions/art department, relevant to a month-long festival of touring shows and/or a black tie fundraising party at the circus! Duties may include communicating with artists and colleagues; actor recruitment; managing festival submissions; managing and maintaining video/photo documentation and archival systems; networking with sister organizations and local businesses (i.e. soliciting food donations, recruiting actors, researching touring shows, etc.); drafting contracts; coordinating university outreach; company management and performing basic office administration tasks. A successful candidate will be attentive to detail, creative, upbeat, skilled in interpersonal communications, and interested in the behind-the-scenes administrative work of a theater or non-profit. Requires multitasking, excellent time management and impeccable

organizational skills. Computer, phone, office and/or theater experience helpful, but not required.

Community Engagement Intern - develops the relationship between TIO's special projects and artists, volunteers, and patrons through community outreach and grassroots marketing

The Community Engagement Intern assists with the various projects of the department. Assignments can include volunteer appreciation, archiving, social networking (online and in person), basic marketing research and development, collecting contacts and resources, attending outside events. Each internship position is defined by the season and development stage of department projects. Past projects include *Come As You Are*, a nationally coordinated, locally produced festival examining the role of queer sex in the queer liberation movement, and a company-wide marketing overhaul.

Theater Education Assistant - assist Education Department /True Colors: Out Youth Theater artistically onsite at rehearsals and performances, as well as administratively in the office

The Education Department seeks a candidate who is interested in contributing to the development of gay, lesbian, bisexual and transgender (GLBT) youth programming in the Boston area. Some responsibilities may include: Working with educational materials about GLBT youth issues geared towards secondary school students and specific community organizations; providing support in all artistic aspects of creating a performance, including working as an assistant director, writer, acting coach, or understudy ready to perform in case youth troupe members are unable to attend scheduled gigs; and leading workshops. Interns will also provide administrative support, including but not limited to: touring, marketing/publicity, documentation, office administration, and assistance with recruitment events, auditions, rehearsals and performances as needed. Total 10-20 hrs per week. Four-month minimum commitment required during the academic calendar (September-May). Two-month commitment required during the summer (May-August). Evening hours may also be required. This internship may be done for academic credit, career exploration or community-service learning. Undergrads, graduates and working professionals welcome to apply.

Production Manager Apprenticeship (available Mar-Apr or Aug-Nov) - assist production manager with all of the mainstage shows and take lead on coordinating and executing the logistics of Festival Institute activities. A stipend may be available for this position.

Early career opportunity! Make the leap from a background in tech crew jobs to a future in leadership with this short-term, intensive mentorship opportunity. Work closely with the Productions & Operation Director and Production Manager to produce an annual queer theater festival consisting of mainstage touring plays, workshop productions, staged readings and ancillary events. The apprentice assists with production management of all mainstage shows and takes lead on coordinating and executing the logistics of Festival Institute activities, all staged readings and any rehearsals. One year prior stage management or equivalent

experience required. Must have exceptional organizational and communication skills, ability to take initiative, a love of multi-tasking, a hunger for increased responsibility and obsessive attention to detail. Flexible but demanding schedule, approx 20 hours/week. Start: Late August, End: Thanksgiving. Modest stipend might be available.

Festival Institute Coordinator & Company Manager (available May-Nov) - manage touring artists' travel and comfort; Coordinate logistics of education and engagement activities.

Manage touring artists' schedule and comfort through researching and arranging artist transportation, housing, welcome materials; hosting cast parties, and coordinating logistics of ancillary guest artist activities (for ex, university gigs and club appearances). Coordinate the Festival Institute's education & engagement activities include VIP receptions, talk-backs, panels, master classes, family activities and parties. This includes registering, confirming and welcoming participants; researching, procuring and setting up office supplies and workshop materials; and managing and troubleshooting the needs of artists, venues and events (i.e. noisebleed, keys, signage etc). A successful candidate will be level-headed, resourceful, well-organized, hyper-attentive to detail, upbeat, skilled in interpersonal communications, and interested in the care and comfort of artists and audiences. A love of multitasking, good time management and impeccable organizational skills required. Previous theater, special events, conference or Adult Ed experience a bonus.

Production/Tech Assistant- work backstage and in office to assist Production Manager in general tech, carpentry, stage management, scenic, sound, lights, video, or wardrobe

This position is tailored to the individual's experience, interests and goals, and depends on what TIO is working on at the time of the intern's placement (ranging from touring shows and staged readings to a black tie fundraising party at the circus!). Prior interns have shadowed Designers or Board Operators, taken on hands on tech positions, and/or provided administrative support to the Production Manager's hiring, contracting, budgeting, and sourcing responsibilities. The Production/Tech Assistant often combines attendance at tech, rehearsals and shows with office hours to capture a holistic snapshot of the true behind-the-scenes world.

Office Administration Intern - database management, human resources, organizing office space

Graphic Design Assistant - layout and design for newspaper ads, event postcards, program brochures, web, email

Build up your portfolio!! Assist the Producing Director with critique and production of upcoming shows' collateral and branding materials, including coordinating communication with staff, professional graphic designers, printers, mailhouses, and sister organizations; re-size festival designs for web, email and display advertising purposes; organize and execute marketing trades with sister organizations for program book ads, online listings, and email ads; assist with

implementing ad strategy; coordinate, design and produce 10+ page program book if time allows; design, execute and maintain theater sandwich board and lobby display; and aid publicist with press packs, clippings and duplication.

Documentation Intern - Video/Film or Photography - video/film, photography, archive, record and/or edit

The Theater Offensive seeks original, self-motivated, and reliable individuals or creative teams for an exciting performance documentation project. Specific responsibilities will be determined according to the interns' time commitment, skills, and interests, and may include: single camera video shoots of rehearsals and performances; photographic documentation; audio recording; linear and non-linear video editing; interactive web development; DVD or CD-ROM design; and/or creative input in the development of other multi-media digital formats to be used for promotion, marketing, and grant documentation needs. This internship gives multimedia artists the opportunity to engage creatively with exciting and relevant material, while expanding their experience in the area of multi-disciplinary collaboration within community theater settings.

Pride Planning Intern: (May, June) Orchestrates The Theater Offensive's Pride parade presence

The Pride Intern seeks out and develops TTO's goals for Pride, and then works to create a pride presence that accomplishes those goals. This person will outreach to donors for donations and recruit volunteers. This intern will organize and manage the process by which the elements of the float come together, as well as build and craft the elements of the float along with other interns and staff. This internship requires good management skills, as well as the ability to collaborate and delegate.