

Tectonic Theater Project Administrative + Education Internships

Tectonic Theater Project (Moisés Kaufman, Artistic Director), an NYC based theater company established in 1991 and best known for creating "The Laramie Project," "I Am My Own Wife," "Gross Indecency," and "33 Variations," is offering an internship opportunity for a current junior/senior-level undergraduate or graduate student, or recent arts graduate with a passion and interest in theater administration. The internship dates are flexible, but typically run on a semester schedule Spring (January - May), Summer (June - August), and Fall (September - December).

Administrative Internship

This internship offers a unique opportunity to gain experience in all aspects of small nonprofit theater management. The administrative intern will support and assist with daily logistics, event planning, specific department initiatives, and clerical and organizational tasks. We are a small, dynamic staff that develops theater which is produced all over the country. The administrative intern will work closely with the entire staff to support the administrative initiatives of the company.

Potential activities include, but are not limited to:

- Serving as a second-hand to the Administrative Coordinator to fulfill the various administrative initiatives of the company, with a specific focus on time-intensive projects.
- Maintaining and adjusting administrative and production calendars.
- Planning and arranging off-site meetings.
- Preparing and co-administering quarterly Board of Trustees meetings.
- Updating the Tectonic Theater Project website and maintaining Tectonic's social media platforms in coordination with the Development and Communications Manager.
- Keeping all frequently used documents up to date.
- Preparing meeting materials.
- Production research.
- Dramaturgical research.
- Supporting the Development and Communications Manager with grant writing, research, and reporting.
- Compiling donor packages and updating donor profiles in fundraising database.
- Sending acknowledgement letters.
- Compiling press packages.
- Assisting with preparations for and at special events.
- Light office cleaning and organizing.
- Check processing.
- Filing and digital archiving.

Tectonic seeks a friendly, motivated, and detail-oriented intern that meets the following requirements:

- Excellent general office skills (phone, filing and e-mail)
- Computer skills and experience with Mac (fluency in Google Suite, Word, Excel, and experience with PowerPoint, Keynote, and NationBuilder a plus).
- Ability to multitask and prioritize projects.
- Excellent communication skills.
- Reliable and responsible.
- Knowledge of basic theater history and the professional theater field.
- Strong researcher and problem-solver.
- Interest in learning and working in a number of different areas to support TTP's production, development and education initiatives.
- Ability to work in a fast-paced environment.
- A sense of humor and a "can-do" attitude!

Education Internship

The Education Intern would work directly with the Director of Education and Community Engagement to support Tectonic's education programs and Moment Work Institute. This would be a great opportunity for a recent graduate or current student looking to gain experience with an education department. A full description of duties can be read below:

Residencies; admin support and research

1. Check DPS list as per current intern's instructions weekly.
2. Research contact information for schools doing TLP, and contact them with our standard email.
3. Research private high schools with theater departments, compile list of contacts.
4. Research existing conservatory models and incomes.
5. Compile list of colleges with Applied Theater programs, Experimental Theater programs, Devised Theater, etc., with contact information.
6. Get information through our files of what residencies we have done and where with details.
7. Make a list of places to contact for upcoming year.

Training Labs

1. Help strategize marketing of June Training Labs, and possible fall lab Level 3 with Moisés Kaufman.
2. Handle signups and payment for June Training Labs.
3. Create sign up sheet for labs.
4. Liaise with Training Lab teacher for materials needed, and other needs as they arise.
5. Make an inventory of materials we have in storage and purchase needed materials.
6. Help document the workshops.

Education Materials

1. Go through existing materials and study guides and update them
2. Research current stats for Laramie Tour.
3. Compile new information pertinent to Laramie Tour.

Laramie Tour and Public School Programs

1. Planning and organizational tasks as needed.
2. Create calendar and contact sheets.
3. Communication with teachers and staff, reminders, etc.

Digital and Miscellaneous

1. Offer general support to Education Director, and manage all department business while Ed. Dir. is out of town.
2. Manage Laramie Project Online and strategize ways to make better use of this resource.
3. Other tasks as needed.

To be considered, email the following materials to Administrative Coordinator Laura Barati at laura@tectonictheaterproject.org, with "Internship Submission" in the Subject Line:

1. Cover Letter, explaining your interest and qualifications for the Internship. Please note: **you may apply for one or both internships**; please indicate which internship(s) you are interested in applying for.
2. Resume
3. List of three references with contact information
4. Estimated start and end date & weekly availability

While this is an unpaid internship, we do provide a travel stipend. College credit is also available for current students.

Hours: 32-40 hrs/week during our regular office hours (10am-6pm), with occasional evening or weekend events.