Applications will be reviewed on a rolling basis. For best consideration, please apply early. Please send applications to jobs@tectonictheaterproject.org.

Tectonic Theater Project Administrative, Administrative/Dramaturgical, and Education Internships

Tectonic Theater Project is looking for Administrative, Administrative/Dramaturgical, and Education Interns who are able to commit 16-32 hours a week. All positions have a flexible start date in August/September 2019 and a flexible end date in December 2019. 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 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 (May - August), and Fall (September - December).

Administrative Internship (Fall 2019)

This internship offers a unique opportunity to gain experience in all aspects of small nonprofit theater management. The administrative internship includes supporting and assisting with daily logistics, event planning, specific department initiatives, and clerical and organizational tasks. Our small, dynamic staff develops theater that 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:

- Having a full working knowledge of Tectonic’s plays in development.
- Maintaining and adjusting administrative and production calendars.
- Planning and arranging off-site meetings.
- Preparing quarterly Board of Directors meetings.
- Keeping all frequently used documents up to date.
- Preparing meeting materials.
- Supporting the Development and Communications Manager with grant writing, research, and reporting.
- Updating donor profiles in fundraising database.
- Sending acknowledgement letters.
- Assisting with preparations for special events.
- Light office cleaning and organizing.
- Check processing.
- Miscellaneous office emails and phone calls.
Administrative/Dramaturgical Internship (Fall 2019)

This internship offers a unique opportunity to gain experience in all aspects of small nonprofit theater management. This intern will be wearing two hats: One will be supporting the Company Dramaturg with research, organization, script supervision, and development of new work. The administrative side of the internship includes supporting and assisting with daily logistics, event planning, specific department initiatives, and clerical and organizational tasks. Our small, dynamic staff develops theater that is produced all over the country. This intern will work closely with the entire staff to support the administrative initiatives of the company.

Potential activities include:

- Having a full working knowledge of Tectonic’s plays in development.
- Dramaturgical research.
- Filing and digital archiving.
- Maintaining and adjusting administrative and production calendars.
- Planning and arranging off-site meetings.
- Preparing quarterly Board of Directors meetings.
- Keeping all frequently used documents up to date.
- Preparing meeting materials.
- Supporting the Development and Communications Manager with grant writing, research, and reporting.
- Updating donor profiles in fundraising database.
- Sending acknowledgement letters.
- Assisting with preparations for special events.
- Light office cleaning and organizing.
- Check processing.
- Miscellaneous office emails and phone calls.

Education Internship (Fall 2019)

The Education Intern works with the Director of The Moment Work Institute to support the Moment Work Institute, the home for all of Tectonic’s education programs. This is an opportunity for a recent graduate or current student to gain experience in a growing education department. Potential activities include:

- Check Dramatists Play Service for new productions of Tectonic plays
- Research and contact schools producing *The Laramie Project*
- Research private high schools with theater departments, and colleges with theater/devising programs, compile list of contacts.
- Research existing conservatory models and incomes.
- Organize information from our files on previous residencies
• Help strategize and handle preliminary communications with educators across the country via our email list, and handle incoming communications from them and other potential education clients and partners.
• Communicate with teaching artists about schedules and locations for engagements.
• Create applications for upcoming programs, and keep spreadsheets with responses.
• Help strategize marketing and logistics of Training Labs.
• Liaise with Training Lab teacher for materials needed, and other needs as they arise.
• Make an inventory of materials in storage and purchase needed materials.
• Help document workshops.
• Update existing materials and study guides
• Planning and organizational tasks as needed
• Offer general support to MWI Director, and manage department business while Dir. is out of town.
• Manage Laramie Project online resources and strategize ways to make better use of them.
• Other administrative tasks as needed.

For all positions, Tectonic seeks friendly, motivated, and detail-oriented interns that meet 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 Tectonic’s production, development and education initiatives.
• Ability to work in a fast-paced environment.
• A sense of humor and a “can-do” attitude!

To be considered, email the following materials to jobs@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 all internships; please indicate which internship(s) you are interested in applying for.
2. Resume
3. List of references with contact information (1 Business, 1 Academic, 1 Personal)
4. Estimated start date & weekly availability
While this is an unpaid internship, we do provide a modest travel and meal stipend. College credit is also available for current students.

Hours: 16-32 hrs/week during our regular office hours (10am-6pm), with occasional evening or weekend events.