



SOCIETY FOR THE PERFORMING ARTS  
*Bringing the World's Best to Houston*

## SPRING PRODUCTION INTERN Job Description

### Organization Name

Society for the Performing Arts

### Location

Jesse H. Jones Hall for the Performing Arts  
615 Louisiana Street, Ste. 100  
Houston, TX 77002

### Website

[www.spahouston.org](http://www.spahouston.org)

### Mission

The mission of Society for the Performing Arts (SPA) is to enrich the cultural life of Houston in an affordable way by presenting the world's best in multi-discipline performing arts and by providing the most comprehensive education and community engagement of its kind in the city.

### Internship Overview

This internship will provide hands-on, practical experience and various aspects of arts administration. The Production Intern will work under the supervision of the Director of Production. Through a structured learning experience in a fast-paced department, the intern will gain a broader understanding of backstage operations, the performing arts industry, arts administration, and nonprofit management. Skills gained in this internship will translate to a variety of endeavors. Interns can expect to interface with and gain experience in areas related to production, project management, and logistics.

### Department

Production

### Reports to

Director of Production

### Dates, Hours & Expectations

This position is an unpaid, part-time internship. The intern is expected to work 15 – 30 hours per week scheduled between the hours of 9:00 AM – 5:00 PM, Monday through Friday, with some work on weekends. Working hours can be flexible, as needed. Intern should have a reliable form of transportation, as some local travel may be expected.

### Compensation

This internship is unpaid. Complimentary parking will be provided and business-related expenses will be reimbursed.

### Primary Responsibilities

The intern's responsibilities will include (but are not limited to) the following:

- Attend SPA performances and assist with show production
- Assist with planning and preparations for the 2017-2018 SPA season
- Coordinate artist travel and other logistics
- Update and edit databases, documents, and materials
- Attend relevant SPA events and participate in intern activities
- Conduct research related to arts administration and nonprofit management

#### Qualifications and Requirements

The ideal intern should have an interest and background in arts production, nonprofit administration, or arts administration, and be pursuing a major or minor in a related field. Additionally, the ideal intern is self-motivated, enthusiastic, organized, and detail-oriented with knowledge and experience in Microsoft Office.

#### How to Apply

Applicants should email a cover letter and resume to [education@spahouston.org](mailto:education@spahouston.org). Please write "Spring Production Intern" in the subject line. No phone calls, please.

Society for the Performing Arts is an Equal Opportunity Employer. Candidates for employment are considered without regard to race, color, sex, creed, national origin, sexual orientation, age, non-job-related disability or marital status.