

# Internships for Adults

Round House Theatre's Internship Program is designed to provide on-the-job training for early career artists and administrators already pursuing a path in theater, education, marketing, or general management. Interns gain first-hand experience in the rigors and rewards of the activities of one of the DC's most respected theaters. Round House offers a variety of internships throughout the year to explore theater administration and programming, under the direction of the Education & Outreach Department.

**Training:** Interns and their supervisors articulate short and long-term goals for the internship, and are assessed midway through and at the end of the internship against those goals. Mentorship provided by supervisors, and the education department is a large part of the experience. RHT provides a supportive environment within which to learn, with the expectation that each intern will be stretched and is expected to embrace new challenges.

**Commitment:** Internships are offered as 9-month season internships, 1 semester internships, or summer internships. Undergraduate and Graduate Students as well as recent graduates are welcome to apply.

Must be available for 10 to 30 hours per week. The standard week is Monday thru Friday, 10am to 6pm – weekend availability, however, is required for some positions and should be noted on the application. Internships are spread across all Round House spaces.

**Compensation:** This is an unpaid internship. There may be opportunities for supplemental paid work through Front-of-House, Production, and Education departments for qualified applicants. Hours will be set and remain steady so that interns can acquire outside employment.

**To apply:** Interested applicants should submit a completed Intern Application, a one-page letter stating your interest and qualifications, and a current resume.

Please email your completed application to [education@roundhousetheatre.org](mailto:education@roundhousetheatre.org) attn: Intern application or mail to the Round House Theatre Education Center, 925 Wayne Avenue, Silver Spring, MD, 20910.

## Internships Available

Development- The Development/Events Intern will participate in the activities of a busy department in order to learn about fundraising and special events through hands-on experience. The intern will help plan and execute special events (including our annual gala), and learn about the stewardship of donors and grant preparation, as well as the general duties of a Development Department. Duties may include (but are not limited to): assist with event planning including research, solicitations, sending invitations, arranging logistics, and staffing events; assist with mailings, prospect research, and general office support.

Education- Summer Education Internships are available in both teaching and education administration, please see SUMMER EDUCATION INTERNSHIPS for more information.

Management and Administration- This internship will be an immersive experience in the day-to-day management of the theater. Intern will be exposed to: bookkeeping and financial reporting, budgeting, contract administration; theatrical unions; human resources; accounts payable; and other aspects of non-profit administration. Candidates should possess a warm personality with strong communication, multi-tasking, and problem-solving skills, as well as a basic knowledge of Excel and all of the Microsoft applications.

Marketing- Interns will assist the marketing department on various projects as needed, including such things as social networking initiatives, audience development projects, research, student matinee and regular performance group sales, press night preparations, press releases, and drafting marketing materials.

Stage Management- Interns will work as production assistants to the stage management team through the rehearsal and performance process. They provide rehearsal support through the rehearsal process, and have the option of becoming a member of the run crew for the show (stipend available for run crew positions). This internship requires evening and weekend hours. In order to move to run crew the intern must be available for all performances, though individual schedules can be determined for the rehearsal period.