

Internships for Adults

Round House Theatre's Internship Program is designed to provide on-the-job training for early career artists and administrators interested in 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 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. All internships are unpaid.

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 attn: Intern application

Internships Available

Development The Development/Events Intern will participate in the activities of a busy development 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 Interns will assist with administrative work including registration and facilitation of classes and on-site programming, mailings, research projects and reception at the front desk of the RHT Education Center. Education Interns may assist in both on and off-site after school classes, our Teen Performance Program, and in the Days Off. Ideal candidates are comfortable with children and teens, friendly, proactive, strong team players, and interested in the field of arts education. Past experience in the field of education, arts education, summer camp counseling, etc. is a plus but not required.

Education – Summer Summer Education Internships are available in both teaching and education administration. Teaching internships serve as assistants in the classroom with experienced RHT teaching artists in a variety of summer programs for grades K-12. Ideal candidates are proactive, interested in arts education, and are strong team players. Workday includes 8-hour shifts between 7am – 6pm, Monday through Friday for 10 weeks.

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.

Production Interns work under the Production Manager on various projects as needed.

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.