



Year-Round Internship Projects

Cinema/Comedy Internship

Cinema & Comedy Internship

Cinema & Comedy Interns will get hands on experience with programming ArtsQuest's many stand up comedy events while also learning the necessities of running two full sized theatre venues. The Frank Banko Alehouse Cinemas are a two-screen independent, foreign and arthouse cinema located in the ArtsQuest Center at SteelStacks and interns will be proactive in the planning of events in these theatres. This internship is specifically designed for those studying Cinema Arts and/or Performing Arts Management.

Responsibilities may include:

- Assist with the coordination of cinema bookings.
- Assist with the coordination of all comedy performers.
- Review materials submitted by artists, coordinate on-going performer files, and review performer contracts as they relate to producing events.
- Involved with securing necessary resources to fulfill performer riders and contracts.
- Interns will be required to work at least **16-24** hours per week, or as needed to fulfill credit requirements

Qualifications:

- Currently enrolled in a full time undergraduate or graduate degree program
- Prior experience with event planning is a plus
- Ability to set and adhere to strict deadlines
- Able to work individually as well as part of a team in a fast paced environment
- An interest or passion for cinema and stand up comedy
- Excellent verbal and written communication skills

Most of the internships listed above are available year-round, except where noted. If you are interested in one or more of the internships listed above, please follow the **Application Instructions and Timelines** posted on our website at www.artsquest.org/info/internships for all the details for qualifying and applying.