



Year-Round Internship Projects

Cinema & Comedy Internship

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Cinema & Comedy Interns will get hands-on experience with programming ArtsQuest's many standup 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 organization and execution of events in these theaters. This internship is open to all majors, but those with a background in Cinema or Performing Arts will find it particularly valuable. This department will always have a need for an intern during the Spring semester.

Responsibilities may include:

- Aid in the coordination of cinema and comedy bookings
- Review materials submitted by artists, coordinate on-going performer files, and review performer contracts as they relate to producing events.
- Securing necessary resources to fulfill performer riders and contracts.
- Assist with organizing and setting up event posters and advertisements
- Attend Cinema and Comedy Arts Committee meetings
- Interns will be required to work at least **16-24** hours per week, or as needed to fulfill credit requirements. Though schedule is flexible, interns will need be available most Thursday, Friday, and Saturday evenings

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
- Excellent verbal and written communication skills
- Able to work individually as well as part of a team in a fast-paced environment
- An interest or passion for cinema and standup comedy
- Passion for cinema, comedy, or theatre

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.