ARTSQUEST
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Year-Round Internship Projects

Programming- Comedy & Experiential

Comedy & Experiential Programming Internship

Comedy & Experiential Programming Interns will get hands-on experience with programming ArtsQuest's many comedy shows while also learning the necessities of running a wide array of experience-based events. This internship is open to all majors, but those with a background in Comedy, Performing Arts, and/or Event Planning will find it particularly valuable.

Responsibilities may include:

- Aid in the coordination of 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 Comedy Committee and Experiential 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 comedy and/or theatre

If you are interested in the internship listed above, please include your major GPA, and follow the **Application Instructions, and Internship Timeline** posted on our website at www.artsquest.org/info/internships for all the details for qualifying and applying.