



**Internship Title:** DISCOVERY THEATER ADMIN/HOUSE MANAGEMENT INTERN

**About TSA:** **The Smithsonian Associates** advances the Institution's mission "to increase and diffuse knowledge" through life-enriching educational and cultural experiences inspired by the Smithsonian's research and collections for DC-region students, families, and adults, and for learning communities nationwide.

**Discovery Theater** - The Smithsonian's Discovery Theater is dedicated to offering the best in live performance for young people that celebrate the rich diversity of our region and our world. Each season we tap into the vast resources of the Smithsonian Institution to present relevant, culturally accurate entertaining programs. We offer dozens of interactive productions that feature puppets, storytellers, dancers, actors, musicians, and even mimes!

**Intern Duties:**

- Assist with house management duties for the theater
- Assist in office management duties, box office/group sales, office duties, daily operations, and web research
- Assist in production, artist communication, hospitality and project management.
- When possible, interns may have the opportunity to help direct, stage manage, and mount productions.

**Professional Development Opportunities:**

- The Intern in this position will be exposed to all areas of artistic administration including sales/customer service, office operations and house & stage managing

**Qualifications:**

- We seek candidates who are responsible, organized, creative, personable and resourceful
- Must have a professional demeanor, writing ability, research skills and familiarity with the Internet.
- Computer skills, specifically Microsoft Word, Excel and PowerPoint
- Must be willing to help set-up the theater and load artists in/out
- A strong interest in theater and working with children is a must!

**Seasons:** Spring (Jan – May), Summer (Jun – July) & Fall (Sept - Dec)

**Time Commitment:** 30 - 40 hrs/week; 1 full semester – 1 academic year. Part-time availability will also be considered

**Schedule:** Weekdays with an occasional weekend day or evening

**Compensation:** All TSA Internships are unpaid and housing is not provided. College credit may be granted, but must be coordinated in advance with the intern's university/college.

**Supervisors:** Sara Lokossou, Box Office Manager

**Location:** S. Dillon Ripley Center, Smithsonian Institution, Washington, D.C.

**Application Deadlines:** Spring – October 1  
Summer – February 1  
Fall – July 1

**To Apply:** Complete the online application at <http://intern.si.edu/>. Click on the link for the *Smithsonian Online Academic Appointment System (SOLAA)*. Questions can be directed to the Intern Coordinator at [TSAInternships@si.edu](mailto:TSAInternships@si.edu) or 202.633.8641.