



Internship Title: DISCOVERY THEATER ASSISTANT TO THE DIRECTOR 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. Discovery Theater offers the best in live performance for young people that taps 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:

- Attend meetings, rehearsals and events with or in lieu of Director
- Write report of each activity attended and create action items generated
- Serve as assistant rehearsal stage manager/production assistant for shows
- Meet daily with director to discuss completed programs and upcoming events
- Generate, edit and update scripts, learning materials, and online content
- Explore the Smithsonian, thinking about the potential connection to DT programs. Share those thoughts with Director in short storyboards or written idea papers
- Usher and assist at DT events, programs and show
- Write weekly reports outlining tasks completed, challenges and reflections

Professional Development Opportunities:

- The Intern in this position will be exposed to all areas of artistic administration including season planning, new play development & auditions/casting
- If schedule permits, the intern will have the opportunity to act as the Assistant to the Director on a production/show.

Qualifications:

- We seek candidates who have strong organizational and communication skills.
- Candidate should also be responsible, creative, personable and resourceful
- Must have a professional demeanor, writing ability and internet research skills
- Familiarity with computers, specifically Microsoft Word, Excel and PowerPoint
- A history or interest in theatre and/or arts education and administration 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

Schedule: Weekdays with an occasional weekend day or evening, flexible

Supervisors: Roberta Gasbarre, Discovery Theater Director

Compensation: All TSA Internships are unpaid. College credit may be granted, but must be coordinated in advance with the intern's university/college.

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

Application Deadlines: Spring – November 1
Summer – April 1
Fall – July 15

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 or 202.633.8641.