



Internship Title:	PERFORMING ARTS 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.
Intern Duties:	Intern will assist with all aspects of TSA Performing Arts programming, including: <ul style="list-style-type: none">• Research, booking, budgets, contract negotiation, season planning, logistical set-up, and marketing• Provide direct, hands-on support through the design and production of printed event programs, flyers, patron correspondence, and onsite support of performing arts, film and family programs• Assist with box office and house management duties during some evening and weekend productions• Spring interns will also assist with the planning, preparation and/or execution of TSA's Smithsonian Sleepover program.
Professional Development Opportunities:	By working closely with the Program Manager, the Intern will gain experience in all aspects of program and event production, including: Budgeting, performance reporting, customer service, trouble-shooting/problem-solving, adapting to different situations, multi-tasking, creative thinking, researching, coordination at events, creating and maintaining inventories, editing promotional materials, communication, box office and house management, organization and time management, event management.
Qualifications:	<ul style="list-style-type: none">• Experience and/or interest in supporting performing arts presentations, house management, arts management, and/or event planning• Background or strong interest in music, dance, theater, or event planning required• Preferred that summer applicants have an interest and/or experience working with children ages 8-12• Ability to work quickly with attention to detail both independently and as a team• Proficiency with Microsoft Word, Excel, PowerPoint and the Internet• Must be able to interact with many different types of people while maintaining a professional demeanor
Seasons:	Spring (Jan – May) & Fall (Sept - Dec)
Time Commitment:	Hours flexible; 1 full semester
Schedule:	Mon - Fri, timing flexible
Supervisors:	Liz Paige, Program Coordinator & Brigitte Blachere, Performing Arts Manager
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.
Location:	S. Dillon Ripley Center, Smithsonian Institution, Washington, D.C.
Application Deadlines:	Spring – October 1 Fall – July 1
To Apply:	Complete the online application at http://intern.si.edu/ . Click on the link for the <i>Smithsonian Online Academic Appointment System (SOLAA)</i> . Questions can be directed to the Intern Coordinator at TSAInternships@si.edu or 202.633.8641.