



LightBox Theatre Company

LightBox Theatre Company is committed to providing internship opportunities to develop skills and obtain experience needed for the chosen field of study or interest. We provide invaluable experience and a chance to have fun working for a non-profit organization and behind the scenes of a professional theatrical production, all while building up a résumé and earning university course credit.

Marketing & Promotions Internship

Internship Description

The marketing & promotions intern will learn and understand the administrative side of professional theatre through marketing and providing support to engage patrons in LightBox Theatre Company's projects and events.

Duties include:

- Assist in the promotion of LightBox's theatrical productions
- Distribute promotional materials (flyers, posters, brochures, etc.)
- Assist in special events that promote LightBox Theatre Company and its productions (i.e. Farmer's Market booth)
- Make contacts and promote LightBox with local businesses, organizations and schools
- Provide assistance in social media promotion of LightBox and its productions
- Design a marketing plan to promote a production
- Attend LightBox Theatre Company staff and production meetings to provide information and updates
- Perform additional duties as assigned by Managing Director or designee

Time Commitment

The commitment is a minimum of one academic semester. The intern is expected to put in approximately 100-150 hours of work per semester. Hours and assignments are based on need and may fluctuate between 5 to 15 hours per week. If receiving course credit, hours can also be adjusted to meet academic departmental requirements.

Compensation

Interns are compensated with complimentary tickets to a LightBox performance as well as professional development and networking opportunities. Interns will gain valuable experience working with a non-profit organization while working behind the scenes of a theatre production. Interns can also receive course credit if approved by academic department.

Qualifications and Requirements

Applicant should be enrolled as, at a minimum, a half-time student at Stanislaus State, UC Merced, Modesto Junior College or another nearby community college or University. Interns should be majoring in Business, Marketing, Communications, or related field. Applicants under the age of 17 will need parental permission before starting the internship. Interns should be able to provide own transportation.

Application

To apply for this internship, please submit a one-page cover letter explaining what you would like to gain from this internship and a copy of your résumé. Please indicate in your cover letter if you will be receiving course credit. Be sure to meet with your academic advisor and/or the internship coordinator of your academic department to obtain instructions and documentations necessary to receive class credit for this internship. Please submit your cover letter and résumé via email to LightBox Theatre Company Managing Director, Dr. Stefani Overman-Tsai at stefani@lightboxforyouth.org.