



Organization: Madison- Morgan Cultural Center

Intern Title: Arts Administration Intern- Performing Arts

Work Location: Madison- Morgan Cultural Center Main Building

Internship Duration: This internship is set up to take place during the school year. Internships can be arranged for a single semester or a full academic year. Start and end dates will be determined based on intern's school schedule.

Description: The Madison- Morgan Cultural Center (MMCC) is looking for a passionate and dedicated intern to assist with our busy performing arts season. Each year MMCC hosts a Mainstage series (including an Atlanta Symphony Orchestra concert and a Storytelling Festival among other performances), a Student Series, a Chamber Music Festival, and several other performance related community events. The intern should expect to be involved in all aspects of performing arts administration. The intern will work with Performance Director to develop a schedule.

Responsibilities and Duties:

- Assisting at performances and events (Performance Director and intern will decide which events intern will work.)
- Assisting with event set up and take down
- Creating customer satisfaction surveys and recording the data.
- Assisting with merchandise sales and wrap up
- Poster and promotional material distributions
- Administrative tasks related to MMCC performances

Qualifications:

- Strong passion for the arts
- Interest in working in the nonprofit arts sector
- Must be enrolled in college or be a junior or senior in high school
- Performing arts experience is a definite plus!

Majors:

Music, Theatre, Arts Administration, or Related Field

Benefits:

- Networking opportunities with arts administration professionals
- Free admission to performances and events at which you work
- Building nonprofit and arts administration skills
- Access to free and easy parking in the Cultural Center's lot
- Giving back to the Madison community