



Cardinal Stage Company Fall 2009 Student Internships

www.cardinalstage.org

Assistant to the Director Internship

- Assist with auditions
- Attend design meetings
- Run business errands for the director during rehearsals (photo copying, calling actors, etc.)
- Take notes for the Director
- Privately offer artistic suggestions to the Director throughout the rehearsal process
- At the Director's suggestion, rehearse actors with specific tasks
- Assist the Director during technical and dress rehearsals
- Ability to follow directions and work autonomously as well as on a team
- Time management and multi tasking abilities
- Willingness to try something new and learn new skills
- Ability to drive and access to a car a plus
- Maturity and positive attitude required

Marketing Internship

- Research products and vendors for Cardinal *swag*: t-shirts, car stickers, novelty items, etc.
- Present marketing plan to Cardinal Staff
- Order merchandise and implement marketing plan
- Work with staff/Board to sell merchandise at the performances creating a *Cardinal Store*
- Train and schedule Cardinal volunteers to sell merchandise at events
- Develop on online store marketing piece for merchandise

Box Office Internship

- Assist with ticket and subscription sales at shows
- Process cash, check and credit card transactions
- Compile research on subscription and ticket sales throughout season and present to Cardinal team to provide insight for future season planning
- Develop surveys or data collection mechanisms to capture information from subscribers and ticket holders
- Report findings to Cardinal staff

The successful candidates will possess excellent writing and interpersonal communication skills, computer proficiency and an ability to perform a variety of creative and administrative tasks. The interns will be interacting with local businesses, Indiana University constituents, national artists and the Cardinal staff and Board of Directors. Candidates should demonstrate attention to detail, excellent project and time-management skills and self-motivation. Come join the Cardinal team and become a part of a vibrant arts organization!

Interested candidates should send resume and cover letter to Caroline Dowd-Higgins
caroline@cardinalstage.org