

Information Systems Intern
Job Description as of January 2018

Position Overview

In alignment with our mission—*using theater to illustrate and animate, Mixed Blood models pluralism in pursuit of interconnections, shared humanity, and engaged citizenry*—and as a part-time member of the Mixed Blood team, this position seeks to provide opportunities that deepen the intern’s skills while adding value to the organization.

Position Title: *Information Systems Intern*
Reports to: *Chief Operating Officer*
Status: *Part time, non-exempt*

Primary Opportunities

Marketing and Communications

- In collaboration with the Chief Operating Officer, Chief Engagement Officer, and Artist Director, provide assistance with projects as assigned to develop skills and deepen understanding of marketing and public relations.

Membership & Box Office

- Working primarily with the Audience Services Manager and in collaboration with the Chief Operating Officer and Chief Engagement Officer, provide assistance with activities related to membership and box office.

Development

- In collaboration with the Chief Operating Officer, Development Manager, and Artist Director, provide assistance with projects as assigned to develop skills and deepen understanding of fundraising from individuals and institutional partners

General

- As an intern, it is our goal to provide you with as comprehensive of an experience as we can provide. With that goal in mind, assume and manage other duties and projects as assigned.

Requirements & Compensation

Interested applicants should be interested in a career in the arts. While currently-enrolled undergraduate students are encouraged to apply, any applicant regardless of age or background who is interested are eligible to apply. Ability to travel to Mixed Blood Theatre, work 10 hours/week from February - May 2018, required. \$500 stipend provided.