



Program: **Salazar Arts Internship Program**  
Position: **Arts Administration & Production Intern**  
Status: 8-week paid internship; 20 hours per week  
Duration: Summer Program June 3, 2024 – July 31, 2024  
Reports to: Production and Artistic Programming Team  
Location: Performing Arts Houston, Jones Hall, 615 Louisiana St, Houston, TX 77002  
Compensation: \$15.00/hr

Performing Arts Houston is an equal opportunity employer – we value diversity. All are encouraged to apply. Strong candidates will work in alignment with Performing Arts Houston's [Mission and Values](#).

The **Arts Administration & Production Internship** will provide hands-on, practical experience in various aspects of arts administration and production in a presenting organization. Through a structured learning experience, the intern will gain a broader understanding of the performing arts industry and non-profit management. The intern will also gain first-hand experience in communicating with agents, artists, vendors, and partners for production services. Skills gained in this internship will translate to a variety of endeavors and interns can expect to interface with and gain experience in areas related to strategic planning, budgeting, and contracts. Additionally, the intern will participate in cohort activities designed to introduce a broad range of career opportunities within the non-profit arts field.

The Arts Administration & Production Intern will report directly to the Director of Production and Director of Artistic Programming. The intern can expect to interact with other key staff members across departments, including (but not limited to): Education & Community Engagement, Development, Marketing & Communications, and Finance. The intern will also work with volunteers and other interns.

This position is an eight (8) week, paid, part-time internship beginning on June 3, 2024 – July 31, 2024. The intern is expected to work 20 hours per week, scheduled Tuesday through Thursday, from 9:30AM – 4:00PM. Some evenings or weekends are required, depending on PAH presentation schedule and special events. The intern should have a reliable form of transportation, as some local travel is expected. Parking in the Theater District Parking lot will be provided by PAH.

Potential interns must pass a background check and provide proof of COVID vaccination and booster.

#### **Primary Responsibilities:**

**The intern's responsibilities will include (but are not limited to) the following:**

- Review and organize various documents for production-related information
- Manage artist contract status for 2024-25 season
- Inter-departmental support as needed for activities surrounding PAH mainstage productions
- Assistance with artist services as needed
- Communications with vendors and partners for the purposes of arranging production services and rentals
- Other duties as assigned

**Essential Skills/Qualifications:**

The ideal candidate will be a currently enrolled undergraduate student who will be returning to college as a junior or senior in the fall of 2024.

The ideal intern should have an interest in the arts or arts administration and be pursuing a major or minor in a related field. Additionally, the ideal intern has strong computer, writing, and communication skills and is self-motivated, enthusiastic, organized, and detail-oriented with knowledge and experience in Microsoft Office and Excel.

If you think you can excel in this role, even though you do not meet 100% of the qualifications, we encourage you to still apply. Performing Arts Houston is committed to considering a broad range of applicants for this position.

**How to Apply:**

Interested candidates should send an email with the subject line "Salazar Arts Internship Program" to [education@performingartshouston.org](mailto:education@performingartshouston.org) with the following:

- A cover letter addressing your interest in the Salazar Arts Internship Program. The letter should also address the specific department internship positions for which you are applying
- A resume
- A copy of unofficial transcripts
- One letter of support from an arts administrator or faculty member from your school
- Please apply by or before 6:00PM on April 26, 2024