



Program: **Salazar Arts Internship Program**
Position: **Arts Administration Intern**
Reports to: Production and Artistic Programming Team
Location: Performing Arts Houston, Jones Hall, 615 Louisiana St, Houston, TX 77002
Compensation: \$17.00/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 Internship** will provide hands-on, practical experience in various aspects of arts administration and some production elements 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 Intern will report directly to the 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, Finance, and Production. The intern will also work with volunteers and other interns.

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 offer and contract status for current and upcoming seasons
- 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, or recent graduate looking to enter the performing arts field.

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.