

JOB DESCRIPTION: THEATRE PROGRAM INTERN

General Overview:

The Theatre Program Intern assists the Administrator and the Artistic Director in the general day-to-day functioning of the Theatre Program. S/he performs administrative duties as necessary. The intern should always be aware of the overall upkeep of Theatre Program notice boards and spaces and help to maintain them.

The Theatre Program Intern reports directly to the Theatre Program Administrator, and through her to the Artistic Director of the Theatre Program.

The Theatre Program Intern works a minimum of 8 hours/week.

Daily responsibilities include (but are not limited to):

- Punctual arrival for work (in accordance with schedule agreed upon by employee, Theatre Administrator, and Artistic Director)
- Upkeep and cleanliness of Main Theatre Office
 - Washing coffee mugs
 - Ensuring Coffee is made
 - Intern desk and area kept neat and clean
 - Stocking coffee/tea/cups and other supplies
- Upkeep and cleanliness of the Green Room and Lobby areas
 - Stocking coffee/tea/cups and other supplies
 - Washing all counter surfaces
 - Disposal of garbage into trash receptacles
- Retrieval/delivery of mail and packages from Post Office
- Retrieval/delivery of mail and packages from Department of English
- Attend and take minutes for weekly staff meeting
- Place online Office Max orders for office supplies
- Regular checking and of all Program notice boards; posting of new material and removal of outdated material as necessary
- Answer phone and take messages
- Staffing of the office in the absence of full-time staff

UR International Theatre Program
Job Description / Theatre Intern

- Photocopying
- Filing
- Maintain publicity archive with any pertinent articles, reviews, ads from *Campus Times*, *City* newspaper, *Currents*, etc.
- Perform other miscellaneous tasks/errands as required

IMPORTANT NOTE:

Should the Theatre Program Intern occupy other positions within the Theatre Program (actor, stage manager, AVE, ME, etc.), these positions and their responsibilities do not preclude the Intern performing duties of the Theatre Program Intern in full.