

# THE CRITERION

## THEATRE & ARTS CENTER



## INTERNSHIP OPPORTUNITIES

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The Criterion Theatre & Arts Center strives to offer a number of educational opportunities for students as part of its primary mission statement. Whether students are local or from around the world, we offer a number of specialized internships targeted at the many different aspects of running a non-profit arts center.

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- **Administrative Assistant Internship**

This internship positions consists of the general assistance of staff with daily non-profit operations. Tasks include answering phones, calendar maintenance, filing, data entry, and numerous others.

*April 1<sup>st</sup> – December 31<sup>st</sup>*

- **Marketing and/or Graphic Design Internship**

This internship position consists of working directly with the Marketing coordinator to assist in all efforts as we present events to a statewide audience. Assisting in the budgeting and design for specific events, as well as ongoing programming, branding, e-marketing, print, radio and television advertising campaigns, writing and distribution of press releases, public relations, and the research of unique ways to sell a wide variety of programming. If the candidate wishes to pursue direct involvement with the design of posters, ads and other marketing materials, they will work with the Marketing coordinator to ensure brand consistency, while seeking unique and creative avenues to drive sales. Prior familiarity with Adobe Design Suite software, or comparable software, is required.

*February 1<sup>st</sup> – December 15<sup>th</sup>*

- **Audience Development/Group Sales Internship**

This internship consists of an emphasis on community involvement and awareness, planning and direct target-marketing strategies for groups and helping to coordinate group ticket sales. Tasks will include assisting in outreach to area schools, senior citizens groups, community business associations, and tourism organizations. Assisting in the pursuit of partnerships and determining how we can better serve their needs and our community.

*Year Round*

- **History/Archival Internship**

This internship consists of separating and sorting files for preservation, supporting the creation and maintenance of an organizational archive, supporting staff by leading daily tours of our theater for tourists, and assisting in occasional research projects.

*June 1<sup>st</sup> – September 30<sup>th</sup>*

- **Membership Program Internship**

This internship consists of the assisting with the organization of membership records, including database management and analysis, membership correspondence, telephone and canvassing campaigns, development of membership opportunities, benefits and audience awareness of membership.

*Year Round*

- **Development Operations Internship**

This internship consists of numerous tasks including assisting the development coordinator with identification of grants, writing and/or proof reading of proposals, correspondence, and reports, participation in sponsor stewardship, donor meeting and presentation support, as well as identification of long-term development prospects. Candidates should have excellent communication skills, excellent attention to detail and high level organizational skills.

*Year Round*

- **Technical and Event Operations Internship**

This internship consists of assisting staff during events, organization of event needs, load-ins, and maintenance. This internship includes basic training in operation of film projection, sound, and lighting equipment.

*April 15<sup>th</sup> – December 31<sup>st</sup>*

*The Criterion staff will work with any required internship guidelines to ensure that the student fulfills their educational requirements.*

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***Interested applicants please contact our internship coordinator at 207.288.3441, or by emailing [office@criteriontheatre.com](mailto:office@criteriontheatre.com)***