



In/Visible Theatre of Boone is looking for interns for both the summer and fall semesters. We are a small non-profit currently creating our infrastructure and developing our board and committees.

We are seeking interns to work 8-25 hours a week. These are unpaid internships, with certain benefits offered as a trade for work.

In/Visible Theatre needs administrative interns to do work such as creating documents, filing, creating spreadsheets, corresponding with supporters, donors, audience members, and media representatives. We ask interns to do research on other theatres, on media outlets, and we look for people who can help set up systems, learn new vocabularies, think on their feet, work quickly, and spell well.

We also need the following:

- public relations interns interested in graphic design, public relations writing, media relations, social media marketing, and/or digital marketing.
- Education interns to assist with publicizing, organizing, and administering classes.
- Literary interns with a background in playwriting, dramaturgy, and dramatic literature.

Ideal candidates would be easy-going, hardworking, literate, organized, have great attention to detail, enjoy learning new skills, and have good computer literacy (in Microsoft Office, Google Drive, social media for business, and various apps such as Canva). Interest in arts management, non-profit management, project management, and/or event planning is ideal. Our office atmosphere is one of having fun while working hard. After your training, you will occasionally be working by yourself with remote contact with Artistic Producer Karen Sabo, but will mostly have direct supervision in the In/Visible Theatre office.

While we are an arts organization, the majority of the work interns do is not artistic work; you will be doing administrative support for our non-profit while occasionally getting to dress up and attend a premiere of a show you helped produce. Also, we ask our interns to help with event planning and running those events.

This is an unpaid internship, but we offer free participation in any of our educational programs, free audition coaching (if you're into that kind of thing), guidance at learning new skills, and stellar letters of recommendation for hardworking interns with integrity. And sometimes cookies.

In/Visible Theatre is new to being a nonprofit, but we have been around since our first production in 2012 with the world premiere of *Bumbershoot*, which garnered one of the "Best of the Fest" awards in FringeNYC 2012, gaining a mention in the Wall Street Journal. We have developed a great deal of new work since then, including *Groundwork*, which had an encore performance at the United Solo Festival in NYC, and has performed in theatres from Maine to Los Angeles. In 2018, we will produce the third annual BOLO Fest, or Boone Solo Festival, the High Country's only fringe festival. We have had two world premieres commissioned by An Appalachian Summer Festival, and recently collaborated with the AppState Playcrafters club to be the North Carolina representative for the international Climate Change Theatre Action project, a biennial initiative to create discussion about climate change using short plays.