



Theatre Administration Internship, Ashland Theatre

Ashland Theatre, Ashland, VA

The Ashland Theatre seeks an intern to join our small but dedicated team. The intern will work closely with the full team to help the overall successful operations of the theatre.

Job Description

- Participate in larger programming, marketing and fundraising conversations and planning sessions with the GM and team
- Assist the Theatre Technician with monitoring the building's equipment and associated maintenance
- Assist the Theatre Manager with weekly inventory and supply ordering
- Shadow the Theatre Manager throughout a weekend performance day
- Assist the GM with creating materials and reports for the board meeting, attend one board meeting
- Assist with the creation and implementation of social media posts
- Perform other duties as assigned by General Manager

Qualifications:

- Current or recent course load in Arts Management, Theatre, Film and Media or related field preferred
- Basic knowledge of accounting and finance
- Demonstrated customer service experience
- Discretion with confidential information
- Fluency in the Microsoft Office suite, especially Excel

To apply: Please send your resume and cover letter to courtney@ashlandtheatre.org

Ashland Theatre Foundation is an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

About Ashland Theatre

Ashland Theatre is a historic theatre and performing arts venue located in Ashland, VA. Our mission is to reinvent the classic American movie house experience through exceptional film, live performances, and live music. As a 501(c)(3) nonprofit organization, we deliver a deeper level of engagement through speakers, panels, talkbacks, and events that entertain, educate, inspire, and are welcoming to all.

In addition to our regular programming of first-run and classic movies, concerts, and performing arts, we have three unique community-based programs. "Ausome Movies" is a free sensory-friendly film series for children with special sensory needs and their families. "Ashland Arts Access (AAA)" is a grant-funded program that enables us to offer free or reduced-price admission to lower-income community members who would otherwise not be able to afford to attend. "Take The Stage" allows us to attract other non-profit performing arts

organizations to perform in our theatre. We have a number of different assistive listening devices for our patrons with hearing loss and we offer Open Captioning at select screenings.

In response to the global pandemic, Ashland Theatre closed its doors on March 15, 2020. All of our film runs and live events were cancelled for much of the pandemic. With vaccinations on the rise and light at the end of the tunnel, we are well positioned to re-open Ashland Theatre to the public in the fall of 2021.

About the Town of Ashland

Located 16 miles north of the Virginia's capital city of Richmond, Ashland is a charming small town where the community is breathing new life and quirky character into every block. Ashland is the perfect destination for railfans, history buffs, date nights, or family fun.

There's a piece of Ashland Americana for everyone with local art galleries and antique shops, live music venues, fresh food at the farmer's market, wine and beer tastings, our historic train station, and a vibrant Main Street with several independent small business. Located along I-95 and Route 1, and home to Randolph-Macon College, Ashland and the surrounding region is growing rapidly, positioning Ashland Theatre well for the years to come.