

**Wisconsin Shakespeare Festival  
Arts Administration Internships  
Summer 2024**

**Wisconsin Shakespeare Festival: A program of Pablo Center at the Confluence**

The Wisconsin Shakespeare Festival believes in the power of words and the stories they tell. Our exuberant celebration of brilliant theatre seeks to ignite a spark to empower and inspire artists, as well as enlighten and connect audiences and the community.

**Position Summary:** Arts Administration interns with the Wisconsin Shakespeare Festival will facilitate the delivery of a successful artistic and educational endeavor from the ground-up, forging relationships with stakeholders and the community. Interns will work closely with the WSF Managing Director and Pablo staff to gain a comprehensive understanding of the day-to-day and long-term workings of an arts organization. Interns will leave this experience with professional connections, strong skills, and experience in their field.

**Two (2) Internship Positions Are Available for Summer 2024:**

**Engagement/Community Outreach**

- Attend all community engagement events, serving as WSF liaison between partner sites and our artists
- Form partnerships and maintain relationships with key area organizations
- Work with Pablo events and production teams to plan logistics for all outreach activities
- Research and make contact with businesses and organizations to promote group sales and outside-our-walls engagements.
- Serve as primary point of contact for family passport/bingo activity card initiative

**Marketing (1 position available)**

- Create content and maintain social media presence for the Festival (Facebook, Instagram)
- Create and distribute other marketing materials, such as flyers and brochures
- Research and assist in creating a marketing plan design to bolster ticket sales
- Work alongside Pablo marketing team and liaise between them and WSF staff

Both interns will also be asked to capture photos and videos of all WSF activities for promotional and archival purposes, as well as conduct research and make recommendations centered around EDI and accessibility initiatives.

These internships are all limited-term PAID positions, with terms starting in May 2024 and ending no later than August 2024. Scheduling will be flexible and primarily task-based (rather than schedule/hours-based), with interns expecting to work approximately 10 hours a week largely on their own schedules (plus check-in meetings with staff). Internships can be tailored to the strengths and needs of the intern, with additional duties as assigned.

**Qualifications:**

- Preference given to UW-Eau Claire Arts Administration students, but this is not a requirement
- Excellent written and verbal communication skills
- Technical competence including the ability to use Microsoft Office Suite
- Demonstrated flexibility, adapting to changing priorities and demands as needed
- Ability to collaborate, think critically, and problem-solve
- Strong attention to detail and ability to follow-up and follow-through on tasks
- Must be able to work and remain on-task independently/with minimal supervision

**Benefits:**

- Gain practical arts administration work experience & portfolio
- Rate of pay: \$12.00/hour
- May receive academic credit (MUSI 498 or THEA 498 Internship - 1-3 credits) and/or Service-Learning hours

**Application Instructions:**

Submit resume and cover letter via email to Jen Zwicky, WSF Managing Director, at [jzwicky@pablocenter.org](mailto:jzwicky@pablocenter.org). Application materials submitted by April 12 will receive priority consideration.