

Bespoke Theatricals Internship Program

<https://www.bespoketheatricals.com/>

Bespoke Theatricals is now accepting applications for full-time General Management Office Interns for the Summer 2024 term (May-August).

Bespoke Theatricals provides general management services for Broadway, Off-Broadway, and touring productions. Current and past productions include *MJ The Musical*, *A Beautiful Noise*, *Harry Potter and the Cursed Child*, *Back to the Future The Musical* and *The Who's Tommy*.

The Bespoke Theatricals Internship Program is designed to give interns the opportunity to support theatrical productions and learn about general/company management on Broadway. While prior commercial theatre experience is not required, insight and knowledge of the industry and theatre-making process is preferred.

Through professional development sessions led by Bespoke staff, interns gain training and insight into key management functions including: Settlements and Financial Reporting, Payroll, Contracts, Marketing, and Career Development. Interns at Bespoke Theatricals work closely with general and company managers to provide administrative support to productions and the office overall. Interns will also assist in the preparation for and execution of special events (office team building activities, TONY Awards celebrations, and opening nights).

This is an administratively focused position and interns will be expected to manage multiple priorities in a fast-paced and evolving theatre environment. Ideal interns are inquisitive, self-motivated, and comfortable working across multiple teams and functionalities.

Requirements:

- Knowledge of office, phone, and email etiquette
- Experience with Microsoft Office Suite, especially Word, Excel, and Outlook
- Interest in commercial theatre as a career
- Keen time management and organization skills
- Strong work ethic and ability to work independently
- Proven problem solving skills
- Administrative assisting experience is preferred
- Commercial theatre experience is preferred

Intern Responsibilities:

- Routine office tasks including but not limited to:
 - Updating directories and office resource guides
 - Preparing for and greeting office guests
 - Preparing mail and packages for shipment
 - Sorting and distributing mail
 - Extensive file management for current and archived production documents

- Answering and directing incoming calls using enterprise phone system
- Depositing checks into appropriate accounts
- Completing office-related errands
- Manage content creation and monitor engagement of Bespoke Theatricals Instagram account
- Assist company manager with reporting, house seat requests, voucher requests, readings, etc.
- Assist GM and CM teams with preparation for special events
- Assist general management team with ad hoc projects as assigned

Position Type: Fulltime & In-Office

Office Hours: Monday-Friday 10AM-6PM

Pay Rate: \$16.25/hour + overtime if asked to work > 40 hours per week

Pay Schedule: Biweekly

Benefits: TransitChek eligible

Application Process

To apply, please email your resume and cover letter to areed@bespoketheatricals.com by April 5th, 2024. Please give your email the following subject line: **Summer 2024 Internship**

Application – YOUR FIRST and LAST NAME.

In your cover letter please tell us why you're interested in this position, the applicable experiences/skillset you'd bring to the position, how an internship with Bespoke Theatricals fits in to your overarching career goals, and your availability (including tentative start/end dates).

Due to the volume of applications we receive, we are unable to respond to every applicant. If you have any questions regarding your application, please send them via email. Please refrain from calling the office to inquire about your application status.

All interns must be fully vaccinated against COVID-19.