



Internships at The Hult Center are designed to offer experiential learning to college and graduate students considering careers within arts management. Although internship opportunities are not provided year-round by all Hult Center departments, there is typically an internship opening in one or more departments throughout the year. Part-time internships (5-10 hours per week) require a minimum commitment of ten weeks by intern candidates. In addition to work experiences overseen by a Hult Center department leader, each intern is required to attend regular meetings with other interns and a rotation of Hult Center Managers to further their learning and understanding of how a performing arts center functions.

Interns may be eligible for college credit upon completion of the Hult Center's internship program. Interns who intend to receive credit for their internship experience are responsible for meeting registration requirements of their respective colleges and for informing Hult Center's manager of necessary evaluation and/or other forms to be completed by appropriate Hult Center personnel.

The Hult Center Internship program provides a work rotation in several key areas of Arts Management daily operation, which includes: **Education & Community Engagement, Marketing, and Arts Administration**. Internship opportunities vary within each Hult Center department according to seasonal responsibilities, staff scheduling, and other factors. For many departments, interns may be required to work some nights and weekends. Compensation: \$15 per hour.

The right candidate:

- Is flexible, dependable, detail-oriented and self-starting.
- Has strong written and verbal communication skills with confidence in proofreading abilities.
- Has previous experience with graphic design and multimedia production (photo and video.)
- Has experience with data entry, PowerPoint, Excel, Word, email and social media platforms.

Preference may be given to candidates who meet one or more of the following criteria:

- All majors welcome to apply; an interest in working with education programs or community engagement, marketing, arts management, music business, tech, or another related majors preferred.
- Internships are only available to those who have completed their sophomore, junior or senior years; those who are in graduate school are also encouraged to apply.
- Has previous work experience in the fields of Marketing, Public Relations, Digital Media, Community Engagement or Education.
- Has experience editing WordPress websites or blogs.
- Has experience coordinating community events and programs.

Hult Center for the Performing Arts seeks a diverse talent pool affording equal opportunity to all candidates without regard to race, color, age, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by law.

To apply, please submit the following:

- A completed internship application: [Hult Center Internship Application](#)
- A current resume

After completing online application, please send Resume to: HultEducation@eugene-or.gov include "Internship Resume" in the subject line.

Additional Hult Center internship contact information:

Jen Cumberworth (Education & Engagement Manager) 541-682-5421

[Education and Community Engagement Website](#)

Application Window:

September 25th-October 13th 2023

Brief description of possible internship responsibilities:

EDUCATION & COMMUNITY ENGAGEMENT: Interns learn how The Hult Center's Education & Engagement department seeks to meet its enrichment goals for area schools, students, and communities while interfacing with other Hult Center departments, area schools, and community organizations. Interns undertake projects related to program scheduling, planning, implementation, and follow-up.

MARKETING: Interns will become more familiar with one or more of the following areas: brand management, communications, graphic design, media relations, and event planning. Duties may include projects related to developing marketing plans, analytics, social media, or public relations.

ARTS ADMINISTRATION: interns will rotate departments every one to two weeks to gain experience in the following areas: Programming, Events & Operations, Technical Theater Services, Education & Engagement, Marketing, Ticketing, and Administration.