

7 STAGES INTERNSHIPS AVAILABLE

All internships are tailored to the individual's interests and our needs. Each experience is truly unique!

Mission Statement

7 Stages is a professional theatre organization that engages artists and audiences by focusing on social, spiritual and artistic values in contemporary culture. Primary emphasis is given to support and development of new plays, new playwrights and new methods of collaboration. We are committed to bringing international plays and theatre artists to our community to share in their wisdom and to bring different cultures into intimate contact.

- Internships are unpaid.
- Perks: tickets to productions at 7 Stages Theatre (including 7 Stages' own productions as well as rental productions in the facility); Invitations to special events and benefits;
- Professional access to other theatre companies in the city, as well as internationally-renowned directors and actors;
- Opportunities to pick up paid part-time hourly work if available or interested.

ADMINISTRATIVE

12 - 20 - 40 hours per week

COMMUNITY RELATIONS

- Qualified candidates are outgoing with excellent written, oral, and internet communication skills.
- Interns will gain experience in developing new audiences for 7 Stages through research, public speaking, and participation in community events.
- Over the course of the internship, interns will learn the process in which an arts organization develops audiences, increases involvement among specific communities, and retains an audience base over time.
- Intern will work with 7 Stages' Education Director, Director of Marketing and Director of Resources & Cultivation.

EVENT PLANNING

- Qualified candidates are detail-oriented, outgoing, and have excellent communication skills and are savvy in the social media world.
- Interns will gain experience in the planning and execution of small and large-scale events for the purposes of audience development, fundraising, and friend-raising. Events include Opening Night events, pre-show wine tastings, backers' parties, and 7 Stages' annual benefit *A Taste for Theatre*.
- Interns will assist in coordinating all aspects of the event, including invitations, catering, logistics, and event post-mortems.
- Interns will leave the program with a clear understanding of how a successful event is built from start to finish within the non-profit sector.
- Intern will work directly with 7 Stages' Director of Marketing, Director of Resources & Cultivation, and committees within the 7 Stages Board of Directors.

MARKETING & SALES

- Qualified candidates have had academic or professional experience in sales through a marketing curriculum or through retail or corporate experience. Candidate must possess strong writing skills, computer and phone skills.
- Interns will gain experience in tracking and assessment of various marketing campaigns, and assist in managing and achieving attendance goals.
- Interns will assist on various sales projects including the annual subscription campaign and our high school matinee series.
- Interns will assist in developing and supporting cross promotions with other area theaters and local business as well as help develop 7 Stage Social Media & E mail Campaign.
- Interns will have the opportunity to create, develop, execute and analyze a marketing promotion of their choosing.
- Interns will leave the program with a clear understanding of the operations of a non-profit arts organization's marketing department.
- Intern will work directly with 7 Stages' Director of Marketing and Resources & Cultivation, and the marketing committee of the 7 Stages' Board of Directors.

MARKETING & PUBLIC RELATIONS

- Qualified candidates have had academic or professional experience in public relations or through corporate experience. Candidate must possess strong writing skills, computer and phone skills.
- Interns will gain experience in communicating with the press, writing press release, and Public Service Announcements.
- Interns will assist on various projects including creating a press release schedules. Updating event calendars and tracking social media and Internet efforts.
- Interns will assist in developing 7 Stage Social Media & E mail Campaign, as well as cross promotions with other area theaters and local business.
- Interns will have the opportunity to create, develop, and promote online media content.
- Interns will leave the program with a clear understanding of the operations of a non-profit arts organization's marketing and public relations department.
- Intern will work directly with 7 Stages' Director of Marketing and Director of Resources & Cultivation, and the marketing committee of the 7 Stages' Board of Directors.

GRAPHIC DESIGN

- Qualified candidates have taken some coursework or have experience in the use of InDesign and Photoshop and are able to meet tight deadlines.
- Interns will gain experience implementing professional layout and design projects for print and electronic media through assisting in the creation of production posters, programs, print ads and electronic advertising.
- Over the course of the internship, interns will be offered increased ownership of complete projects (ideal for building design portfolios).
- Interns will gain experience in web design through periodic updates and edits to the 7 Stages website and the creation of HTML promotional pieces.
- Intern will work directly with 7 Stages' Director of Marketing, and 7 Stages' graphic designers.

WEBMASTER

- Qualified candidates have had academic or professional experience in data entry, web design HTML, Flash, Word Press and other OS. Candidate must possess strong writing and computer skills. Candidate must be highly self-motivated with creative edge. Ideal candidate learns well in a free flowing environment with guidance but is self-sufficient.
- Interns will gain experience in website development and design.
- Interns will assist on various projects including creating updating website for 7 Stages. Integration of social media, video and audio to 7 Stages website.
- Interns will assist in developing 7 Stage Social Media & E mail Campaign.
- Interns will have the opportunity to explore the capacity of the 7Stages website and push its design and functionality.
- Interns will leave the program with a clear understanding of the operations of a non-profit arts organization. They will also have a better understanding of web design and software integration.
- Intern will work directly with 7 Stages' Director of Marketing, Education Director, and Director of Resources & Cultivation.

DEVELOPMENT

- Qualified candidates must be organized and detail-oriented, possess strong writing, computer and phone skills and be working toward an applicable major with a GPA of at least 3.0.
- Intern will gain experience in the areas of individual, foundation, and corporate fundraising through hands-on experience.
- Intern will leave the program with a clear understanding of the means of accessing channels of contributed income for a non-profit arts organization.
- Intern will assist with the writing and production of fundraising appeals, grant materials, acknowledgement letters, e-mails and other materials
- Intern will research potential contributors and fundraising ideas
- Intern will assist with the logistics and with the planning and organizing of cultivation parties and other special events
- Intern will assist with developing marketing plans to promote membership and produce membership packets and information packets
- Intern will assist with maintenance of fundraising databases, assist with departmental mailings
- Intern will assist with developing and maintaining accounts for major donors
- Intern will assist with preparation and participate in Board and Committee meetings
- Intern will work directly with 7 Stages' Director of Resources & Cultivation.

EDUCATION

- Qualified candidates are college level and have background and interest in both education and theatre.
- Interns will help prepare and participate in Youth Creates summer theatre training program for teenagers taking place in June & July.
- Interns will help develop, market, and facilitate current education programming including participating in audience talk-backs, workshops, residencies, and apprentice programs.
- Intern will work directly with 7 Stages' Education Director and 7 Stages' available Artistic Associates.

ARTISTIC / LITERARY

- Qualified candidates have research, literary and dramaturgy skills.
- Intern will assist in researching for current productions and reading scripts for possible production options for the future. Projects include reading unsolicited scripts, creating research documents for current productions, and creating dramaturgy boards to assist with audience experience.
- Intern will work with 7 Stages' Artistic Director, Production Manager and available Artistic Associates.

PRODUCTION

Internships hours per week depend on the rehearsal and production calendars and will be decided on an individual basis for a Production Intern. Interns will work with 7 Stages artistic and technical staff as well as a variety of artists and artistic associates that collaborate with us throughout the season.

APPRENTICESHIP

- Qualified candidates have experience or training in production or design work and work well collaboratively.
- Intern will shadow a member of the production design and/or technical team based on the intern's area of expertise. These opportunities are limited based on artist availability and production needs.
- Areas of focus include playwriting, directing, stage management, scenic, costume, lighting, sound, and video design, and technical direction.

ACTING

- Qualified candidates have experience or coursework in the fundamentals of acting.
- An audition is required for this internship.
- Intern will research a specific role, attend appropriate rehearsals, and understudy a professional actor. Performance time is not guaranteed, but possible.
- This position is only available during specific productions.

PRODUCTION TECH / CREW

- Qualified candidates have experience or coursework in the fundamentals of production; are punctual; and work well collaboratively.
- Intern will participate as crew or technical operator in the run of a specific production. This includes carpentry, props shopping and construction, technical operation including lighting, sound, and video.

If you are interested in internship opportunities please contact 7 Stages Education Director at education@7stages.org or 404 522-8602.

You must complete an application and send a resume and cover letter outlining:

- Your interests in theatre, what you expect to achieve through this internship.
- Why you want to work with 7 Stages specifically.
- Any internship classes or credits you need to fulfill through this internship.

Click here to download the [internship application](#). You can do this through e-mail; send regular mail to 1105 Euclid Ave, Atlanta, GA, 30307; or fax 404 523-0913.