



**Spring 2009 Internships**  
**South Orange Performing Arts Center**  
South Orange, NJ

**Development**

Seeking Junior / Senior students interested in learning about all aspects of development and fundraising for the South Orange Performing Arts Center (SOPAC). Must have strong people-skills, be able to multi-task and work independently on some tasks, and have a strong attention to detail. Hands on experience will include developing solicitation kits, prospect & foundation research, development writing, database management and records management. The ideal candidate will be computer literate, have excellent communication skills and phone demeanor, exceptional Internet researching abilities and a great work ethic. Must be a team player with a good attitude. A writing sample is required when applying for this position.

Responsibilities:

- Assist with coordinating mailings and solicitation materials
- Conduct research assignments
- Work evenings and weekends as needed
- Work cooperatively with committees, volunteers, general public, and other professional and support staff as directed
- Administrative duties

**Special Events**

Seeking Junior / Senior students interested in learning how to plan fabulous events for the South Orange Performing Arts Center (SOPAC). Goal-oriented and highly driven individuals a must! Hands on experience will include on-site management, communications with vendors & clients and invaluable insight into the non-profit event planning industry. The ideal candidate will be computer literate, have excellent communication skills and phone demeanor, exceptional Internet researching abilities and a great work ethic. Must be a team player with a good attitude.

**Marketing & Communications**

Marketing & Communications intern works with the Director of Marketing & Communications and Marketing Manager to execute brand strategy planning, outreach and production. Projects may include materials development and production, media outreach, community outreach, event marketing, research, advertising calls, editing, drafting and more. A writing sample is required when applying for this position.

**Stage Management/Production Management**

The Stage Management/Production Management Intern will serve as assistant stage manager for Main Stage shows. Through production meetings, technical rehearsals, and preview performances, the intern will assist in all aspects of production stage management. The intern will assist in: creating and updating calendars; managing production contact information; providing daily schedule information; creating and distributing departmental lists

and schedules; communicating between production departments, coordinating with the production stage manager on cleaning and maintaining the performance space. The intern will also have a heavy workload throughout the season working directly with professional actors, directors, designers, and bands to help guarantee that every production stays organized and safe. In addition to their work in rehearsals and performance, the intern will also assist the Director of Production in managing the production process, organizing artists, staff, and resources to achieve the artistic goals and technical/production standards of SOPAC.

Qualifications:

- A strong theatre background with an emphasis on production, preferably with some professional theatre experience.
- High level organizational, computer and production skills needed.
- Drive to succeed, eagerness to learn and working hard is a must.
- The ideal candidate has long-term career goals of working in stage and/or production management at the professional level.

**Send Resumes To:**

Internship Program  
South Orange Performing Arts Center  
One SOPAC Way  
South Orange, NJ 07079

To apply, please send resume and cover letter to [info@sopacnow.org](mailto:info@sopacnow.org), fax to 973-275-0688, or mail to Internship Program, South Orange Performing Arts Center, One SOPAC Way, South Orange, NJ 07079. No phone calls please.