

Education Intern

Description: The intern reports directly to the Education Director. Intern will have the opportunity to serve as an integral part of the growing Education programs at San Francisco Playhouse on a day-to-day basis. Students pursuing careers in education, especially arts education preferred.

Learning Opportunities in this Position:

- Database Management
- Social Media Outreach
- Proper File Management
- Donor Stewardship
- Special Events Planning
- Meeting Facilitation
- Develop Curriculum-Building Skills
- Research Skills

Duties Include but not limited to:

- Aid Education Director in organization of Theatre Attendance Program (TAP)
- Maintain Database of student attendance for Rising Star performances
- Assist with outreach via Rising Star Facebook page
- Assist in the organization and implementation of all Education Events
- Label, Scan and File TAP letters
- Take Notes at Education Committee Meetings
- Mail Letters to Rising Star Sponsors
- Assist in the development of lesson plans and theatre exercises
- Research, Research, Research!

Special Requirements:

- Strong background in Theatre (educational or extracurricular)
- Education degrees preferred