



COLLEGE INTERNSHIP PROGRAM

Internships at Omaha Performing Arts (O-pa) are designed to offer hands- on and instructional learning experiences to college and graduate students considering careers within arts management. Although internship opportunities are not provided year-round by all O-pa departments, there is typically an internship opening in one or more departments throughout the year.

Part-time internships (15-20 hours per week) require a minimum commitment of twelve weeks by intern candidates. Pending the needs of individual departments, flexibility in daily or weekly work scheduling may be required and some work in the evenings and weekends may be necessary.

In addition to work experiences overseen by a O-pa department leader, each intern is required to attend a monthly meeting with other interns and O-pa's Human Resources Department to participate in career preparation and other learning activities.

Interns may be eligible for college credit upon completion of O-pa'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 O-pa's Employee Relations Specialist of necessary evaluation and/or other forms to be completed by appropriate O-pa personnel.

To apply, please submit the following:

- a completed internship application form
- a letter briefly describing your educational background, work experience and career interest
- a current resume
- a letter of recommendation from a faculty advisor or other appropriate reference

Attach the above application documents to an email and send to:

careers@omahaperformingarts.org

Or mail the above application documents to:

Omaha Performing Arts
Attn: Internship Program
1200 Douglas Street
Omaha NE 68102

Additional O-pa internship contact information:

Phone: 402-661-8462

Website: <https://omahaperformingarts.org/learn-and-engage/student-programs/internships>

Application Windows:

Please apply during specified application windows for consideration.

NOTE: 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.

POTENTIAL INTERNSHIP OPPORTUNITIES

Internship opportunities vary within each O-pa department according to seasonal responsibilities, staff scheduling, and other factors. For many departments, interns may be required to work some nights and weekends. Here is a brief description of possible internship opportunities.

DEVELOPMENT

Interns will be involved with aspects of various fundraising activities for the performing arts, acquiring a limited working knowledge of diverse funding needs, and potential funding sources. Interns may assist with projects related to annual giving and planned giving programs, capital campaigns, major gift development, sponsorships and grants, and prospect research. All majors welcome to apply.

EDUCATION / ENGAGEMENT

Interns learn how O-pa's education department seeks to meet its enrichment goals for area schools, students, and communities while interfacing with other O-pa departments, area schools, and community organizations. Interns undertake projects related to program scheduling, planning, implementation, and follow-up. All majors welcome to apply; an interest in working with education programs or community engagement is preferred.

PRODUCTION

Interns have access to basic lighting, sound, rigging, and carpentry instruction. During busier months of O-pa's production calendar, interns shadow members of the Technical Department during show load-ins, performances, and load-outs, and occasionally serve as crew members for O-pa produced events. All majors welcome to apply; some experience in technical theater is preferred, and passion for technical theatre is required.

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. All majors welcome to apply; an interest in marketing is preferred.

PROGRAMMING

Interns will become more familiar with one or more of the following areas: contract negotiation, booking, artist relationship management, long-term and short-term season planning, and event management. Responsibilities may include budgeting, managing special events, creating action plans, and more. Arts management, music business, or another related major welcome to apply.

EVENTS

Intern will assist with the completion of special events. The intern will also assist with daily office tasks such as managing the R.S.V.P. lines for events and organizing mailings. At the end of the semester, the intern will have the opportunity to work one-on-one with an Events Team Member to complete a small-sized event and will be responsible for creating the event design and managing the event logistics. All majors welcome to apply.

INFORMATION TECHNOLOGY

This internship will provide know-how in managing the business systems that are essential to arts administration. Intern will oversee designing training program and developing training materials of the ticketing/fundraising system and venue management system. This will require the intern to gain thorough understanding of the software and its business usage through working with a wide range of users of these systems. The intern will also gain hands-on experience in technical writing and training. Also, through working with users in membership and ticketing and sales, intern will conduct process mapping and flowcharts with the goal of understanding current state of a process and its potential improvements. IT majors welcome to apply.