



Intern Catalog



Festival Intern

Prescott Park Arts Festival, a well-established and dynamic non-profit organization, is looking to hire a Festival Intern. This position will join the experienced, award-winning, fun and fast-paced team responsible for organizing this popular summer tradition that offers a diversity of performances from June to October each year. Events include weekly concerts, food and music festivals, Shakespeare, film and a full production musical presentation, and more.

Prescott Park Arts Festival has emerged as a cultural leader in the Seacoast, and reaches nearly 250,000 people through its events, all offered without fixed admission in Portsmouth's beautiful downtown Prescott Park. The festival's contribution to the local economy in show and visitor related spending has swelled to \$8.5 million annually.

The Festival Intern will assist in the day to day box office and membership services to during the busy summer season.

The Festival Intern will serve as an essential member of the Festival team and will work closely with all members of the staff while reporting directly to the Operations Manager.

The successful candidate will be a personable, highly organized, detail-oriented self-starter equally at ease working independently and collaboratively.

This is a hands-on management oriented internship. Skills developed will assist in the job market or with your own future business.

Some duties include:

- Handling general business calls and email traffic
- Maintaining Membership database and building membership packets
- Keeping community calendars updated
- Assisting with daily on-site reservation details
- Assisting with execution of daily Festival events
- Work closely with office and on-site staff during Festival season
- Assisting with regular website updates
- Other duties as assigned

This is an unpaid internship.

Contact Ryan Grogan, Operations Manager, ryan@prescottpark.org



Hospitality Intern

Prescott Park Arts Festival, a well-established and dynamic non-profit organization, is looking to hire a Hospitality Intern. This position will join the experienced, award-winning, fun and fast-paced team responsible for organizing this popular summer tradition that offers a diversity of performances from June to October each year. Events include weekly concerts, food and music festivals, Shakespeare, film and a full production musical presentation, and more.

Prescott Park Arts Festival has emerged as a cultural leader in the Seacoast, and reaches nearly 250,000 people through its events, all offered without fixed admission in Portsmouth's beautiful downtown Prescott Park. The festival's contribution to the local economy in show and visitor related spending has swelled to \$8.5 million annually.

The Hospitality Intern will assist the Production Manager in all aspects of artist and performer hospitality.

The Hospitality Intern will serve as an essential member of the production team and will work with all members of the staff while reporting directly to the Production Manager.

The successful candidate will have demonstrated success in hospitality services or be working towards a degree in hospitality management with a focus on performance hospitality.

This is a hands-on hospitality management oriented internship. Skills developed will assist you in the job market or in a future business of your own.

Some duties include:

- Liaising with Production Manager on hospitality requirements of incoming Festival performers
- Assist in communication with performer management to advance Hospitality Riders, if necessary
- Assists in procuring and acquisition of items required by incoming performers
- Assisting in preparing backstage area (green room, artist staging area, etc.)
- On performance evenings, ensuring that hospitality is prepared professionally and confirming all necessary logistics
- Opportunity to assist in backstage management of concerts.
- Other duties as assigned

This is unpaid internship.

Contact Ryan Grogan, Operations Manager, Ryan@prescottpark.org

Marketing Intern



Prescott Park Arts Festival, a well-established and dynamic non-profit organization, is looking to hire a Marketing Intern. This position will join the experienced, award-winning, fun and fast-paced team responsible for organizing this popular summer tradition that offers a diversity of performances from June to October each year. Events include weekly concerts, food and music festivals, Shakespeare, film and a full production musical presentation, and more.

Prescott Park Arts Festival has emerged as a cultural leader in the Seacoast, and reaches nearly 250,000 people through its events, all offered without fixed admission in Portsmouth's beautiful downtown Prescott Park. The festival's contribution to the local economy in show and visitor related spending has swelled to \$8.5 million annually.

The Marketing Intern will assist the Marketing and Events Coordinator in all aspects of traditional and non-traditional marketing.

The Marketing Intern will serve as an essential member of the Festival team and will work closely with all members of the staff while reporting directly to the Marketing and Events Coordinator.

The successful candidate will be a personable, highly organized, detail-oriented self-starter equally at ease working independently and collaboratively.

This is a hands-on marketing oriented internship. Through this internship, you'll learn firsthand how to run a successful, well-rounded marketing initiative as well as invaluable management skills that will assist you in your future employment. Responsibilities include, but are not limited to:

- Assisting in increasing overall social media visibility
- Assisting in growing awareness through grassroots marketing campaigns
- Assisting in writing, proofing, editing, and distributing press releases, advertisements, and direct marketing materials
- Ensuring and maintaining a focused print AD campaign
- Expanding marketing through more direct methods (i.e. postering, program book, season brochure)

The ideal candidate will:

- Have familiarity working with the Adobe Creative Suites
- Be working towards or have achieved a degree in Marketing
- Be well-organized and able to manage multiple projects
- Be a strong writer looking to further develop their skills

This is unpaid internship.

Contact Ryan Grogan, Operations Manager, Ryan@prescottpark.org

Restaurant Management Intern



Prescott Park Arts Festival, a well-established and dynamic non-profit organization, is looking to hire a Restaurant Management Intern. This position will join the experienced, award-winning, fun and fast-paced team responsible for organizing this popular summer tradition that offers a diversity of performances from June to October each year. Events include weekly concerts, food and music festivals, Shakespeare, film and a full production musical presentation, and more.

Prescott Park Arts Festival has emerged as a cultural leader in the Seacoast, and reaches nearly 250,000 people through its events, all offered without fixed admission in Portsmouth's beautiful downtown Prescott Park. The festival's contribution to the local economy in show and visitor related spending has swelled to \$8.5 million annually.

The Restaurant Management Intern will assist the Operations Manager in the daily operations of our onsite restaurant, The Prop.

The Restaurant Management will play a large role in the success of The Prop on a daily basis and will work closely with all members of The Prop staff while reporting directly to the Operations Manager.

The successful candidate will be a personable, highly organized, detail-oriented self-starter equally at ease working independently and collaboratively.

Responsibilities include, but are not limited to:

- Preparing front and back of house schedules
- Keeping and updating daily inventory of stock
- Assisting with the inventory deliveries
- Assisting the Kitchen Manager
- Assisting the Shift Leader in daily operations

This is unpaid internship.

Contact Ryan Grogan, Operations Manager, Ryan@prescottpark.org

Special Events Intern



Prescott Park Arts Festival, a well-established and dynamic non-profit organization, is looking to hire a Special Events Intern. This position will join the experienced, award-winning, fun and fast-paced team responsible for organizing this popular summer tradition that offers a diversity of performances from June to October each year. Events include weekly concerts, food and music festivals, Shakespeare, film and a full production musical presentation, and more.

Prescott Park Arts Festival has emerged as a cultural leader in the Seacoast, and reaches nearly 250,000 people through its events, all offered without fixed admission in Portsmouth's beautiful downtown Prescott Park. The festival's contribution to the local economy in show and visitor related spending has swelled to \$8.5 million annually.

The Special Events Intern will assist the Marketing and Special Events Coordinator in all aspects of planning, marketing, and execution of all Special Events. The Special Events Intern will serve as an essential member of the Festival team and will work closely with all members of the staff while reporting directly to the Marketing and Special Events Coordinator. The successful candidate will be a personable, highly organized, detail-oriented self-starter equally at ease working independently and collaboratively.

This is a hands-on events oriented internship. Through this internship, you'll learn firsthand how to run several successful and well-attended events, as well as invaluable management skills that will assist you in your future employment. This person will work closely with the Marketing and Special Events Coordinator to:

- Increase the overall quality and offerings of existing Special Events
- Increase the community awareness and attendance through directed marketing campaigns
- Increase local business participation by engaging their interests
- Create and build out new event ideas that may arise throughout the season

The ideal candidate will:

- Be working towards or achieved a degree in event management, hospitality, or marketing
- Be well-organized and able to manage multiple projects
- Have administrative experience
- Have familiarity with Adobe Creative Suites

This is an unpaid internship.

Contact Ryan Grogan, Operations Manager, Ryan@prescottpark.org

Sustainability Intern



Prescott Park Arts Festival, a well-established and dynamic non-profit organization, is looking to hire a Sustainability Intern. This position will join the experienced, award-winning, fun and fast-paced team responsible for organizing this popular summer tradition that offers a diversity of performances from June to October each year. Events include weekly concerts, food and music festivals, Shakespeare, film and a full production musical presentation, and more.

Prescott Park Arts Festival has emerged as a cultural leader in the Seacoast, and reaches nearly 250,000 people through its events, all offered without fixed admission in Portsmouth's beautiful downtown Prescott Park. The festival's contribution to the local economy in show and visitor related spending has swelled to \$8.5 million annually.

The Sustainability Intern will assist the Operations Manager in organizing and executing a sustainability plan for the Festival.

The Sustainability Intern will play a large role in positioning the Festival as a leader in green practices and will work closely with all members of the staff to implement this plan while reporting directly to the Operations Manager.

The successful candidate will be a personable, highly organized, detail-oriented self-starter equally at ease working independently and collaboratively.

Responsibilities include, but are not limited to:

- Writing and implementing 5-year and 10-year sustainability plans
- Working with the Operations Manager to implement a sustainability plan
- Researching and adopting green practices that have served similar events well
- Researching ways in which the Festival can source products locally

This is unpaid internship.

Contact Ryan Grogan, Operations Manager, Ryan@prescottpark.org

Business Management Intern



Prescott Park Arts Festival, a well-established and dynamic non-profit organization, is looking to hire a Business Management Intern. This position will join the experienced, award-winning, fun and fast-paced team responsible for organizing this popular summer tradition that offers a diversity of performances from June to October each year. Events include weekly concerts, food and music festivals, Shakespeare, film and a full production musical presentation, and more.

Prescott Park Arts Festival has emerged as a cultural leader in the Seacoast, and reaches nearly 250,000 people through its events, all offered without fixed admission in Portsmouth's beautiful downtown Prescott Park. The festival's contribution to the local economy in show and visitor related spending has swelled to \$8.5 million annually.

The Business Management Intern will assist the Front of House Manager and Operations Manager in optimizing the sales of our onsite business operations.

The Business Management Intern will serve as an essential member of the Festival team and will work closely with all members of the staff while reporting directly to the Operations Manager.

The successful candidate will be a personable, highly organized, detail-oriented self-starter equally at ease working independently and collaboratively.

This is a hands-on business management oriented internship. Through this internship, you'll learn firsthand how to operate a successful business as well as invaluable management skills that will assist you in your future employment. Responsibilities include, but are not limited to:

- Assisting in scheduling of seasonal employees
- Assisting in inventory, ordering, and maintaining product stock
- Gaining firsthand experience in the daily operations of the Festival
- Assisting in financial audits following Festival events
- Working closely with Operations Manager, Front of House Manager, and on-site staff during Festival events

This is unpaid internship.

Contact Ryan Grogan, Operations Manager, Ryan@prescottpark.org

Development Intern



Prescott Park Arts Festival, a well-established and dynamic non-profit organization, is looking to hire a Development Intern. This position will join the experienced, award-winning, fun and fast-paced team responsible for organizing this popular summer tradition that offers a diversity of performances from June to October each year. Events include weekly concerts, food and music festivals, Shakespeare, film, and a full production musical presentation, and more.

Prescott Park Arts Festival has emerged as a cultural leader in the Seacoast, and reaches nearly 250,000 people through its events, all offered without fixed admission in Portsmouth's beautiful downtown Prescott Park. The festival's contribution to the local economy in show and visitor related spending has swelled to \$8.5 million annually.

The Development Intern will assist in all aspects of fundraising and coordination of special events for the Festival.

The Development Intern will serve as an essential assistant to the success of the Development goals for the organization and will report directly to the Development Director.

The successful candidate will be a personable, highly organized, detail-oriented self-starter equally at ease working independently and collaboratively.

Skills learned and developed as part of this internship will assist you in your future endeavors.

Responsibilities include, but are not limited to:

- Data management to ensure strong and reliable contact information for prospective donors
- Assist with planning and execution of Annual Fund solicitations and other fundraising initiatives
- Track sponsorship benefits and communications
- Receive practical experience in the daily operations of the Festival
- Work closely with President, Development Director, and on-site staff during Festival events

This is unpaid internship.

Contact **Ryan Grogan, Operations Manager, Ryan@prescottpark.org**



PRODUCTION INTERN

Prescott Park Arts Festival, a well-established and dynamic non-profit organization, is looking to hire a Production Intern. This position will join the experienced, award-winning, fun and fast-paced team responsible for organizing this popular summer tradition that offers a diversity of performances from June to October each year. Events include weekly concerts, food and music festivals, Shakespeare, film and a full production musical presentation, and more.

Prescott Park Arts Festival has emerged as a cultural leader in the Seacoast, and reaches nearly 250,000 people through its events, all offered without fixed admission in Portsmouth's beautiful downtown Prescott Park. The festival's contribution to the local economy in show and visitor related spending has swelled to \$8.5 million annually.

The Production Intern will assist the Stage Manager in all aspects of the mainstage musical production.

The Production Intern will serve as an essential member of the production team and will work with all members of the production staff while reporting directly to the Stage Manager.

The successful candidate will have demonstrated success in production work or be working towards a degree in theatre with a focus on technical theatre.

This is a hands-on production oriented internship. Skills developed will assist you in the job market or in a future business of your own.

Some duties include:

- Act as light board operator for the mainstage musical
- Assist in dimmer check on a nightly basis
- Act as swing crew member, as needed
- Assist in communication with actors, backstage crew, and band members
- Assisting in preparing backstage area prior to actor arrival
- On performance evenings, assist Stage Manager in all departments, including set up, strike and assisting in weather situations as necessary (quick strike of stage, props, puppets, shut down of lighting system, strike of band equipment etc.)

This is unpaid internship.

Contact Ryan Grogan, Operations Manager, Ryan@prescottpark.org