

# PRESCOTT PARK ARTS FESTIVAL

## 2025 Administrative Intern

**Prescott Park Arts Festival**, a well-established and dynamic non-profit organization, is looking to hire an Administrative 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 concerts, food and music festivals, movie nights, a signature musical theatre production, a youth theatre camp, and more.

*Prescott Park Arts Festival is a cultural leader in the Seacoast, and reaches nearly 150,000 people through its events, all offered by suggested donation in Portsmouth's beautiful downtown Prescott Park. The festival's contribution to the local economy in show and visitor related spending has swelled to \$7.5 million annually*

### Internship Details

The Administrative Intern will serve as an essential member of the Festival team, assisting in the day to day administrative duties of the Festival and will work closely with all members of the staff while reporting directly to the General Manager. This internship is intended to offer a cross-section of experience for arts administration in all its facets. This experience will include administrative activities, marketing, fundraising, programming, and event planning. We are a collaborative team in a fast-paced environment that accomplishes a lot with hard work, humor, and a passion for the arts.

### Skills

- Excellent customer service and customer interfacing with strong, top-notch communication skills
- Has the ability to work well under pressure in a collaborative, fast-paced environment
- Organized, detail-oriented self-starter equally at ease working independently and collaboratively
- Candidates interested in music, theater, musical productions, performing arts, and/or arts administration are strongly encouraged to apply

- Sense of humor is a must!

## **Duties**

Some duties include, but are not limited to:

- Assist the General Manager with all tasks related to customer reservations and season passes
- Assist in donor stewardship with handling of donation acknowledgements
- Assist with CRM system updating
- Work on Festival archival details and inventory
- Assist with execution of events in various Festival departments
- Assist with answering general Festival main line phone calls
- Monitor the Festival email and forward to appropriate department staff members
- Help distribute posters/flyers and other publicity material for Festival events
- Assist with other duties on site during events when needed and/or available

\*This is an Unpaid Internship/Academic Credit Only.

*Prescott Park Arts Festival is deeply committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. We strongly encourage those with the following identities to apply: Black, local Indigenous, people of color and people with intersecting identities including LGBTQIA+, women and non-binary people, people living with disabilities and others with lived experience being part of marginalized communities.*

**To apply: contact Jill Pettigrew (General Manager), [jill@prescottpark.org](mailto:jill@prescottpark.org) with a cover letter and resume**