



425 Lafayette Street  
New York, NY 10003

## Mobile Unit Intern

### **Description**

The Mobile Unit Internship aims to give practical learning experience in touring and community arts engagement regarding the building of community relationships, volunteer management, planning and arranging logistics, and representing The Public Theater in the community. The Mobile Unit intern will be responsible for programmatic assistance for the Mobile Unit, as well as some general office assistance as assigned/needed.

### **Internship Learning Objectives**

- 1) Observing Mobile Unit processes to mount a tour
- 2) Gain hands-on experience with community arts engagement
- 3) Assist with project management in the Department

### **Projects and Duties**

DEPT: filing, organizing, errands, minute-taking in meetings, helping create office efficiencies where possible

MOBILE: attend some tour performances, assisting Mobile team on the road with tasks as assigned, general pre-production assistance for Mobile Manager (printing, proofing, copying, rehearsal room setup, and so on), coordinating post-show surveys, inputting survey data, keeping Mobile files up-to-date on venues and contacts.

50% duties will be programmatic duties, 50% of duties will be office/dept work.

### **Internship Requirements**

- Reliable transportation
- Able to attend weekly department meetings and check-ins with supervisor
- Fulfills an academic credit (*preferred but not required*)

### **Duration**

5 days a week (*flexible as necessary*), internship will begin in February and end in May.

### **Your application must:**

- Include a cover letter, resume, and contact information for two references
- Be in PDF Format
- Use the subject line "Mobile Unit Internship"
- Include your availability
- Be submitted to [mobleshakes@publictheater.org](mailto:mobleshakes@publictheater.org)