

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2024**

Organization Name: Alliance Theatre

Address:

Woodruff Arts Center, 1280 Peachtree St. NE

Phone:

404.733.4600

Web site:

www.alliancetheatre.org

Internship Supervisor:

Kay Nilest

Supervisor's contact information including e-mail.

404. 733.4674

Kay.nilest@alliancetheatre.org

Organization's Mission Statement:

“Atlanta's national theater, expanding hearts and minds on stage and off.”

Summary of organization's primary programs and services:

Alliance Theatre is the leading producing theater in the Southeast, offering 12 world class productions each season. Four are produced on our brand-new Coca Cola Stage, four are produced in the underground Hertz, and four are part of our family series which includes productions for ages 0 – 3 years old. We also host the annual Reiser Atlanta Artists Lab competition which provides funding and resources to teams of local Atlanta artists. In addition, we have the Alliance/Kendeda National Graduate Playwrighting Competition which produces one new play submitted by a MFA playwrighting recipient a year. Finally, we have a robust education department that provides drama camps and classes for all ages, training for teachers, workshops in communication for corporations, and a host of other programming that supports our mission.

Intern's title: Literary and Engagement Intern

Number of interns requested: 1

Internship project/job description (please include a virtual/socially distanced option if possible):

This intern will work with Associate Producer Amanda Watkins and Producing Associate Kay Nilest in all aspects of literary work and public dramaturgy. This can include, but is not limited to:

- Reading scripts and writing script reports with eye toward diverse and inclusive storytelling
- Dramaturgical research
- Research for public-facing dramaturgical materials such as Encore Playbill, lobby displays, and web materials for 2024/2025 season
- Script scanning, printing, and editing
- Organization, categorization, and filing

THIS POSITION WILL WORK ON A HYBRID SCHEDULE WITH DAYS IN THE OFFICE AND DAYS AT HOME.

Qualifications:

- Detail oriented
- Organized
- Flexible
- Strong communication skills
- Excellent comprehensive reading and analysis skills
- Strong computer skills (especially the Microsoft Office Suite)
- Strong writer
- BIPOC students are encouraged to apply

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here:

Woodruff Arts Center Human Resources requires a background check.

Will the internship require that the student have a car? NO

Is placement site accessible by public transit or other transportation options?

YES