



Intern at City Lights this summer and become a part of Silicon Valley's Best Local Theatre!

City Lights is searching for bright, enthusiastic, talented individuals with a passion for bringing innovative theatre to the Bay Area. Through a competitive application process, we hope to find a select group of rising stars. Are you ready to take the next step on your career path?

Summer Internships are offered in the following areas:

- **Audience Services**

A satisfied group of patrons is a company's greatest asset. This internship centers on our annual subscription campaign fulfillment, and will help you develop superb inter-personal and organizational skills.

- **Fundraising**

Fund development is a growth industry in the nonprofit sector. This internship will give you hands-on experience in prospect research, donor stewardship and grant application fundamentals.

- **Programming**

The process of choosing and securing a season of plays is a crucial component of a theatre company's mission. This internship will include research, reading, and an introduction to contract negotiations.

- **Publicity**

An effective publicity campaign is essential to the success of any enterprise. This fast-paced internship will increase your familiarity with writing press releases and implementing grassroots marketing tactics.

Internship time commitment and structure:

- This internship begins in mid-May and ends in mid-August; exact dates are flexible.
- Interns must be available for both daytime and evening hours.
- Daytime hours are between 12:30 and 5:30 pm, for at least three days a week, Tuesday through Friday. Two shifts will be dedicated to work in the focus area, with the third dedicated to box office and general support.
- Evening hours are between 7:00 and 10:00 pm (or matinee equivalent) one day a week during the production runs of *A Few Good Men* and *Hair*. Interns will assist with front-of-house services.
- Additional paid House Management positions are also available.

Compensation & Benefits:

- **This is an unpaid internship.**
- Course credit may be arranged with the intern's educational institution.
- Interns receive four free tickets each to *A Few Good Men* and *Hair*.
- Mid-way through the internship, each intern takes part in a sit-down with a department head that includes a resume review and a discussion of ongoing career goals.
 - At the end of the internship, successful interns will have a portfolio of sample work, a clearly articulated addition to their resume, and a letter of recommendation.

To Apply:

- Visit www.cltc.org to familiarize yourself with City Lights.
- Go to the Opportunities page to download an **application form** and instructions.
- Email your completed application form and attachments.
- Interviews will be scheduled in response to your application.
- Due to the competitive nature of the program, we regret that not all applicants will be placed.

About City Lights:

City Lights Theater Company is a dynamic mid-sized non-profit arts organization that produces 6 plays per season in its 108-seat venue, as well as four supporting programs. City Lights has been recognized by the readers of *Metro* as **Silicon Valley's Best Local Theatre**, and by the *San Jose Mercury News* as "seriously committed to pushing the Bay Area theatre scene forward." City Lights' mission is to **"create innovative, engaging, and accessible theatre that brings audiences and artists together in an intimate, vital, and inspiring experience."**

We look forward to your application! Good luck!