



SAUGATUCK  
CENTER FOR THE ARTS

## Company Management Internship

**The Saugatuck Center for the Arts (SCA)** is a non-profit arts and cultural organization serving West Michigan's lakeshore community. We offer year-round live performances, classes and workshops for adults and children, exhibitions, the Saugatuck/Douglas farmers market, and professional theatre in the summer.

**Internship position:** This Company Management internship will provide the student with an opportunity to experience a variety of aspects relating to the management of a resident Equity theatre company (Mason Street Warehouse), as well as professional entertainment/ performance events.

The Intern will be instructed in a variety of areas, including travel, accommodations, hospitality and customer relations. The Company Management Intern is expected to perform each and every duty and obligation with due diligence and to the best of his/her knowledge, skill, judgment, and ability, expanding capabilities as the internship progresses.

**Internship Supervisor:** Hannah Lyon, SCA Operations Manager / Company Manager

### Opportunities, responsibilities and expectations may include but are not limited to:

- assisting the Producer and/or Company Manager with arrangements for artist housing, travel and hospitality
- attending staff meetings, production meetings, performances, and special events
- coordinating with the production technical staff and the Event Coordinator (House Manager)
- coordinating and booking travel arrangements for artists
- locating and securing housing to meet budget and physical requirements for MSW actors and staff and for SCA performers, based on contract and rider requirements
- inspecting potential accommodations, reporting to the Producer / Performance Manager and Operations Manager
- coordinating the move of furniture, appliances, dishes, linens, TV / internet hook-ups, etc. Physical labor (including some furniture moving and potential cleaning) is part of this position
- Working with the SCA Volunteer Coordinator as far in advance as possible to obtain appropriate assistance
- managing photo call hospitality
- processing ticket orders and assisting customers/patrons
- office duties: answering phones, copying and filing as needed

### Key skills:

The Company Management Intern must be very organized, professional and charming, a concierge working for and with our artists and various community partners. He/she represents the Saugatuck Center for the Arts and Mason Street Warehouse, and must happily assist actors and staff with all aspects of their living arrangements while they are traveling, working and staying in the Saugatuck area. He/she must:

- Have strong customer service skills
- Have strong verbal and written communication skills
- Have strong organizational skills
- Be deadline-oriented
- Be comfortable negotiating: asking for donations, deals, bartering, etc.
- Be able to work with minimal supervision, sometimes "on-call"
- Have appropriate physical condition to perform physical tasks such as lifting, moving, etc.
- Be a creative problem solver

This is a part-time position (approx. 24-32 hours per week, including some weekends and evenings) that will provide a hands-on experience in a non-profit performance and theatre organization. Use of a personal vehicle, phone and computer is expected.

Please supply a resume and cover letter when applying to:

Hannah Lyon, SCA Operations Manager  
Hannah@sc4a.org

No phone calls please. AA/EOE

**Financial benefits:** A one-time \$250 stipend paid at the completion of the internship; this experience can be used for credit if student completes process according to his/her school's guidelines.