

history theatre

History Theatre entertains, educates, and inspires through creating, developing, and producing new and existing works that explore Minnesota's past and the diverse American experience. Its work provides a unique lens which links our past to the present, explores our common heritage, and illuminates our understanding of what it means to be American.

POSITION TITLE **Marketing Archive Intern**

POSITION SUMMARY

Assist the Marketing Director and Marketing Assistant by creating and maintaining a system for cataloging, archiving, and filing.

RESPONSIBILITIES

Responsibilities would include taking ownership over this organizational project and seeing it through to a maintenance phase. Intern would be organizing years of archival materials and marketing collateral into accessible and tidy systems.

QUALIFICATIONS

- Enjoy organizing and working independently.
- Able to lift 50lb+ and the ability to stand and walk for extended periods and to climb stairs.
- Computer literate with excellent written and verbal communication skills
- Experience with Microsoft Office any database experience is a plus.
- Provide clerical support (filing, photocopying, typing, data entry, etc.)
- Focused and able to attend to details.
- Comfortable in an environment that might require flexibility and adaptability.

VALUE TO THE INTERN

Interns will have an opportunity to learn about the inner working of the theatre. Interns may arrange to receive educational credit at an institution such as a college or university. This position offers flexible scheduling.

TIME COMMITMENT & ADDITIONAL INFORMATION

This internship is available Summer, Fall, and Spring. Candidates should be able to commit at least 12 consecutive weeks and a minimum of 4 hours a week. Parking and transportation costs are the responsibility of the Intern.

CONTACT

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