



Quantum Theatre

Audience Experience Internship

General Description:

This summer, Quantum Theatre, the oldest continuously operating site-specific theatre in the country, will lead Pittsburgh's return to live theatrical performance with its June world premiere of *The Current War* and August debut of *An Odyssey*. The company seeks a passionate and customer-service minded Audience Experience Intern to help support its plans for a safe return to live performance.

Working under the direction of the Executive Director, the Audience Experience Intern will assist staff with both advance and on-site patron communications, community partnerships, and other plans related to a safe return to in-person performance. Strong communication skills and a proactive patron-centered mindset are key elements of success.

Internship Requirements:

- Able to work a minimum of 16 hours per week.
- Currently enrolled in undergraduate or graduate school in a related field.
- For the safety of artists, staff, and audiences, intern must attain full COVID-19 vaccination before conducting in-person work.

Duties

Audience Experience

- Aid Quantum staff in refinement of emailed and on-site pre-show communications for June's production of *The Current War* and August's production of *An Odyssey*.
- Assist Quantum staff in management of data and processes related to COVID-19 safety plan including digital artist safety questionnaires, pre-show audience safety surveys, monitoring of new guidance from governmental and union officials, and helping maintain and replenish stocks of sanitation and PPE supplies.
- Provide on-site support at performances when needed.
- Coordinate ongoing aspects of [NearBuy](#) local business partnerships including provision of boxed dinners deliveries from partners at summer events and collection of weekly sales reports.

General Team Support

- Collect content for Quantum's social media feeds (Facebook and Instagram).
- Assist with marketing and fundraising activity related to launch of 30th Anniversary Season.
- General administrative support including database updates and donor acknowledgement.

Additional projects as dictated by the interests and abilities of candidate and Quantum's needs.

Qualifications:

- Excellent verbal and written communication skills.
- Detail oriented and highly motivated.
- Proficiency with Microsoft Office Suite.
- Experience with Patron Manager, Adobe Suite, or Emma Email a plus.
- Box Office, House Management, or Event Management experience a plus.

Now in its 30th season, Quantum Theatre is a company of progressive, professional artists dedicated to producing intimate and sophisticated theatrical experiences in uncommon settings, exploring universal themes of truth, beauty, and human relationships in unexpected ways. Quantum Theatre is devoted to eclectic experimentation, staging its works in environmental sites that inspire directors, designers, and performers, and delight audiences. They reflect Pittsburgh's character, history and architecture, and are as different from one another as a grand museum, an abandoned industrial site, a modern office tower, a beloved City lake, and a waterless indoor swimming pool. The company is influenced by theater artists working in new ways around the world, often bringing such artists to its Pittsburgh laboratory, where Quantum assembles unusual artistic teams, empowers creativity, and nurtures bold ideas.

Quantum Theatre is proud to be an Equal Opportunity Employer. Quantum does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.

To learn more:

Call 412.362.1713 or visit www.quantumtheatre.com

To apply: Send resume and cover letter to: surist@quantumtheatre.com. Interviews will begin on a rolling basis April 30 with a decision no later than May 14 for summer placement.

Please note that this is an unpaid internship, but that Quantum Theatre will complete any necessary paperwork for Federal Work Study or College credit.