



GRAND RAPIDS  
CIVIC THEATRE

**Grand Rapids Civic Theatre – Community Outreach Internship  
2016/2017 season**

The Grand Rapids Civic Theatre's mission: We are committed to enhance the cultural life of West Michigan by creating opportunities for people to enjoy live theatre performances using community artists, and to provide access to a comprehensive theatre arts education program for all ages.

**Responsibilities/ Tasks include:**

- Assist with nurturing relationships with Grand Rapids community
- Develop target list of potential community partners
- Develop relationships and facilitate communication with local schools & community organizations to enhance the work of GRCT
- Build awareness with community organizations, general public, and donors
- Administrative duties as required

**Knowledge and skill requirements:**

- Excellent, pro-active and proven communication skills
- Self-motivated
- Computer skills—Microsoft Office a plus
- Problem-solving, organization and time management skills
- Strong attention to detail
- Willingness to take initiative
- Ability to work in a collaborative setting as well as independently
- Ability to adapt and be flexible
- Knowledge of performances and classes available through GRCT

**Hours:**

Approximately 15-24 hours a week (or what is needed to fulfill requirements for college credit.) Position will include some evening and weekend activities.

**Compensation:**

This is an unpaid position; internship must be completed for college credit. Internship includes season tickets for the Grand Rapids Civic Theatre's 2016-2017 season.

**Apply:**

To apply for this position, please send cover letter & resume to [nbrozek@grct.org](mailto:nbrozek@grct.org) by May 27.