

*The*  
**HANOVER THEATRE**  
*for the Performing Arts*

EMPLOYER: The Hanover Theatre for the Performing Arts

TITLE: Graphic Design and Web Internship

DESCRIPTION: Interns for The Hanover Theatre work closely with the Marketing team to promote upcoming performances, provide support, and keep projects running smoothly. Day-to-day work varies, depending on the current show schedule and the specific needs of the theatre. This internship is a great opportunity to gain hands-on experience in one of the top theatres in the world while expanding knowledge and skills in marketing, sales, public relations and advertising for a nonprofit organization.

The Hanover Theatre seeks a student with graphic design experience. Experience in Adobe Indesign and Photoshop a must. Student will participate in creating a suite of promotions for incoming Broadway shows, concerts and performances including: posters, rack cards, print ads, flyers, digital ads and web-based promotions. In addition, this internship will allow the student to assist in organizing web site content, media planning and creating social media posts.

REQUIRED COMMITMENT:

- 10-20 hours per week (times TBD)
- Weekdays with occasional weekend hours as needed for events
- 1 Semester (# of weeks varies by semester)

REQUIRED ATTRIBUTES:

- Strong interest in marketing
- Excellent communication skills (face-to-face and telephone)
- Proven self-starter and desire to take initiative
- Ability to prioritize and manage multiple responsibilities
- Confident personality with the motivation to achieve results
- Strong attention to detail
- Punctual and dependable
- Reliable Transportation

To apply for this internship, please email a cover letter and resume to:

[internship@thehanovertheatre.org](mailto:internship@thehanovertheatre.org)

*Broadway, Music & More!*