

HANOVER THEATRE & CONSERVATORY

Graphic Design Internship

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 is a must. The 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 website content, media planning and creating social media posts. Engagement opportunities include working at fairs and festivals as a theatre ambassador.

REQUIRED COMMITMENT:

- 15-20 hours per week (schedule TBD)
- Weekdays with occasional weekend or evening hours as needed for events
- One semester (# of weeks varies by semester and requirements set by the college or university)

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 (parking will be provided)

A stipend will apply for each semester.

Some educational institutions require prior approval before the start of an internship for academic credit. It is the responsibility of the student to check with their institution to be sure they meet any requirements before they accept a position. If applicable, please check with your college internship officer to determine deadlines.