

# PROFESSIONAL ASSISTANTSHIPS

GAIN VITAL TRAINING AND MENTORSHIP TOWARD A PROFESSIONAL CAREER IN ARTS ADMINISTRATION



## APPLICATIONS NOW OPEN!

- [BroadwaySacramento.com/Education](http://BroadwaySacramento.com/Education)
- Students will be selected as applications are received.
- Housing and transportation are not provided.

## PROGRAM BENEFITS

- Join a professional artistic community and make valuable contacts during the Broadway At Music Circus summer season.
- Earn college credit through American River College, paid for by Broadway Sacramento.
- Receive tickets to Broadway Sacramento Community Night for all three productions.
- Attend resume building workshops.
- Receive insight into the art and operation of professional theatre through weekly guest speakers.

### DEVELOPMENT

Assist with special events, donor lounge and administrative work. Ideal candidates are outgoing, organized and interested in careers in fundraising and nonprofit arts management.

### EDUCATION & COMMUNITY ENGAGEMENT

Assist with all summer programs, including classes, community outreach, accessibility programs and internships. Ideal candidates are collaborative, enjoy public interaction and are interested in careers in education or community engagement.

### MARKETING & PUBLIC RELATIONS

Assist with the creation of press releases and the coordination of content for four show-playbills, working directly with the graphic designer on publication content. Ideal candidates should be strong writers.

### SOCIAL MEDIA & MARKETING

Assist with social media campaigns across multiple platforms. Support grassroots marketing campaigns throughout the Sacramento region. Ideal candidates should have a driver's license and vehicle, be available to work nights and weekends and have some experience with video editing, graphic design and photography.

### GRAPHIC DESIGN

Assist with design needs and create print publications for internal programs. Ideal candidates have an ideation process, a strong editing eye and are capable of using Adobe Suite. Candidates must be current design students or recent graduates. Photography and/or illustration experience is a plus.

### IT

Assist with set-up and deployment of computer systems, server maintenance, BYOD support, inventory management and software installations. Ideal candidates are detail orientated, able to prioritize and troubleshoot and are interested in careers in technology.

### MUSIC

Assist the Music department in preparing, assembling and restoring parts and books for the orchestra. Schedule includes weekends and some evenings. Ideal candidates possess knowledge of Finale or Sibelius, can sight read music, are deadline oriented and excellent proofreaders.



FOR MORE INFO, PLEASE CONTACT:  
**JACKIE VANDERBECK**

*DIRECTOR OF EDUCATION & COMMUNITY ENGAGEMENT*

Call: (916) 446-5880 x182

Email [Educom@BroadwaySacramento.com](mailto:Educom@BroadwaySacramento.com)