Hollins University Arts Administration and Production Internships

Position Description

MFA Internship Position # 1 - Administrative Assistant – MFA Director
Assists in the operations of the MFA program. Is a primary component in the execution of the day-to-day function of the MFA Director’s office; helps coordinate events, guests, orientation, registration; will collect and process documents and archival items; navigate multi-layered communications; and more. Must be highly organized with exceptional interpersonal skills, creative, flexible, able to take direction and function in an intense, multi-tasked environment. The work requires great organizational skills and close contact with students, faculty and diverse artists. It is essential that the intern be able to interact with a wide variety of personalities and adapt to various working styles. This includes being able to receive evaluations of his/her work. Additionally, the intern must stay focused, take initiative, and maintain a professional demeanor in the work place. Must be highly organized and competent, with exceptional communication skills. Reports to MFA Director and Assistant MFA Director.

MFA Internship Position # 2 - Administrative Assistant – MFA Office Intern
Assists in the operations of the MFA program. Is a primary component in the execution of the day-to-day function of the administrative office; helps coordinate events, guests, orientation, registration; will collect and process documents and archival items; navigate multi-layered communications; and more. Must be highly organized with exceptional interpersonal skills, creative, flexible, able to take direction and function in an intense, multi-tasked environment. The work requires great organizational skills and close contact with students, faculty and diverse artists. It is essential that the intern be able to interact with a wide variety of personalities and adapt to various working styles. This includes being able to receive evaluations of his/her work. Additionally, the intern must stay focused, take initiative, and maintain a professional demeanor in the work place. Must be highly organized and competent, with exceptional communication skills. Reports to MFA Director, Assistant MFA Director and MFA Office Administrative Assistant.

MFA Internship Position # 3 - Administrative Assistant – MFA Hospitality Intern
Assists in the operations of the MFA program. Is a primary component in the execution of the day-to-day function of the administrative office/party planning. This position requires exquisite attention to detail, an interest in party/event planning, flexibility, a strong work ethic and ability to multitask. Work details will include (but not limited to): menu planning, organizing all receptions & special events, shopping, organizing ground transportation & housing for special guests, faculty & staff. The work requires great organizational skills and close contact with students, faculty and diverse artists. It is essential that the assistant be able to interact with a wide variety of personalities and adapt to various working styles. This includes being able to receive evaluations of his/her work. Additionally, the intern must stay focused, take initiative, and maintain a professional demeanor in the work place. Must be highly organized and competent, with exceptional communication skills. Reports to MFA Director, Assistant MFA Director and MFA Hospitality Administrative Assistant.
MFA Internship Position # 4 - Assistant MFA Media Lab Coordinator Intern
Assists in the operations of the MFA program. Media Lab Intern will assist the MFA Media Lab Coordinator in day-to-day execution of the Media Lab facilities & media support services. Responsibilities include assisting with general tech support on lab equipment; assisting with tutorial workshops to meet the needs of MFAs; maintain detailed inventory of lab equipment, monitoring check-in/out of equipment to MFAs. Must be Mac proficient with basic knowledge of software, creative, flexible, patient, and possess good interpersonal skills. The work requires great organizational skills and close contact with students, faculty and diverse artists. It is essential that the intern be able to interact with a wide variety of personalities and adapt to various working styles. This includes being able to receive evaluations of his/her work. Additionally, the intern must stay focused, take initiative, and maintain a professional demeanor in the work place. Must be highly organized and competent, with exceptional communication skills. Reports to MFA Director, Assistant MFA Director and MFA Media Lab Coordinator

MFA Internship Position # 5 - Assistant MFA Thesis Coordinator Intern
Assists in the operations of the MFA program. Assist with the coordination, mapping, and implementation of the thesis presentations of MFA candidates. Working alongside the MFA Thesis Coordinator; scheduling rehearsal and performance space; supporting communications and liaisons between the MFA office and the Production Director; attentive to all details of multiple productions. The work requires great organizational skills and close contact with students, faculty and diverse artists. It is essential that the intern be able to interact with a wide variety of personalities and adapt to various working styles. This includes being able to receive evaluations of his/her work. Additionally, the intern must stay focused, take initiative, and maintain a professional demeanor in the work place. Must be highly organized and competent, with exceptional communication skills. Reports to MFA Director, Assistant MFA Director and MFA Thesis Coordinator

MFA Internship Positions # 6 – 11 (6 positions) - MFA Production Intern
The MFA Production Internship is intended for young designers with a strong interest in dance production and stage design. Interns work closely with the MFA Co-Production Manager/Technical Director, MFA Co-Production Manager/Technical Director and performing artists and any additional design team members. Interns hang and focus the rep plot, run sound, wardrobe, and maintain the theatre. Interns also participate in ongoing planning meetings & performance preparations. Starting with pre-production meetings, then on through rehearsals and into performance, interns assist production directors and managers on dance thesis presentations/productions. The work requires great organizational skills and close contact with students, directors, and choreographers. It is essential that the intern be able to interact with a wide variety of personalities and adapt to various working styles. This includes being able to receive evaluations of his/her work. Additionally, the intern must stay focused, take initiative, and maintain a professional demeanor in the work place. Reports to MFA Director, Assistant MFA Director and MFA Co-Production Directors