



## **Huntington Professional Internship Frequently Asked Questions**

### What is living in Boston like?

Boston is a vibrant city with activities for everyone. We're also home to the most college students in the nation—over 250,000 while school is in session—leading to an exciting young adult scene! You'll find ethnic restaurants of every variety, lots of bars and clubs, and other performance venues for theatre, music and dance. We often offer Huntington employees (and as an intern, you will be treated as an employee) free or discounted admission to over 30 local cultural attractions, such as the MFA and Science Museum. Good resources for city life are [www.boston.com](http://www.boston.com), [www.thephoenix.com](http://www.thephoenix.com) and [www.bostonusa.com](http://www.bostonusa.com)

### Do I need a car?

Definitely not, and we don't recommend driving in Boston in general. Boston has a good public transit system called the MBTA, or "T" for short, and our theatres are close to T stations. The commuter rail is excellent option for weekend-day trips to the North Shore beach communities of Gloucester and Rockport or the eclectic city of Providence, Rhode Island. If you choose to have a car, please keep in mind that parking can be challenging and expensive, and Boston roads are quite confusing. Save yourself the trouble and walk or "T" it.

### Is there pay involved?

Interns receive \$8.75 per hour (up to 40 hours and are compensated overtime after that). However, it may not be enough to cover living expenses in Boston. Additional Box Office or Front of House jobs may be arranged on your off hours. However, this is not always possible, especially during busy periods. We strongly suggest that you carefully consider your financial needs for the professional internship program.

### What would my hours be?

Interns should expect a 35-hour week on average, but hours vary by department and depending on performance cycle. This may include days, evenings, and weekends. For instance, interns in Marketing will be expected to work additional hours leading up to our season announcement, while interns in Scenery will be required to participate in each show's weekend strike. If you have specific questions about the internship for which you are applying, please ask the department manager if you are called for an interview.

### With what kinds of projects would I be involved?

Some of everything. There will be some administrative work too (such as copying and filing) -- we all have to do that -- but interns will be integral parts of each department. you will primarily be involved in the work of the department--building sets, contacting donors, etc. Interns have their own desk, computer, and phone. You will be part of company and department meetings and have independent responsibilities.

### Would I work for one specific department or would my time be split?

Depending on the needs of the Huntington Theatre Company during a particular season we may need to combine two areas in that particular year (e.g. paints and scenery, marketing and development, etc). The intern would report to both department and widen their scope of hands-on experience in the theatre.

Do you have directing or acting internships?

We do not offer acting or directing internships.

Do you offer short-term, summer, or January internships?

Depending on the production, we sometimes have short-term and January internships available. We accept proposals for short-term internships on a rolling basis. Opportunities will be evaluated depending on the applicant's qualifications and the needs of the organization at the given time. Because we do not produce during the summer, there are no summer internships in the areas of stage management, scenery, costumes and lighting etc. We sometimes will take on an intern in an administrative capacity such as in Marketing or Development, depending on the need of the department at a given time.

I'm not available for the entire season; can I still do an internship?

Possibly. Contact us with your preferred internship and the timeframe that you are available, and we will tell you if it might work. Opportunities will be evaluated depending on the applicant's qualifications and the needs of organization at the given time.

Will I be exposed to other departments?

Yes! Interns will have monthly gatherings, as well as plenty of opportunity to meet informally. Monthly Intern Seminars will feature speakers from within the Huntington as well as other arts professionals, addressing topics such as, creating a season, financial management, press and public relations, audience development, and community involvement. Just like other staff members, interns are invited to our All Staff meetings, receive free tickets to all of our productions, and are encouraged to attend Opening Night parties.

Whom should I ask for my letters of recommendation?

You should ask people who know you and your work. Professors, directors, and supervisors are good choices.

What kind of writing sample should I include for the literary, education, marketing, and development internship?

We are interested in academic writing, such as a research paper or critical essay. Articles for a newspaper or magazine would be appropriate as well. It does not need to be published, of great length, and the subject matter does not need to be based in drama.

Should I send a portfolio with my application?

No. We cannot return any application materials, so please do not send a full portfolio. If we contact you for an interview, we may request that you bring a portfolio at that time.

I've sent my application. What happens now?

You will receive a postcard or email to confirm that your application has been received. We will then consider all applications. In late March or early April, we will contact prospective interns for additional materials and/or an interview in person, if practical. Final decisions will be made in early May. If we are not able to offer you a professional internship, you will receive a postcard or email by mid-May.