

## **Communications & Community Internship Description**

**The Play Company**, an Obie award-winning Off-Broadway theatre company producing in New York City, is partnering with Hunter College to provide paid internships to its student body. The goal of this partnership is to provide students professional development opportunities in theatre. In the Fall 2025 semester, we are searching for a student with a demonstrated interest in marketing, communications, and/or community engagement to support our fall programming and other PlayCo events. PlayCo serves artists to generate a dynamic, uniquely global program of work, innovating and celebrating the power of live theatre; pro-actively and meaningfully invites our NYC community to engage in this artistic work; and provides affordable access to ensure that our theatre is available to all.

The Play Company Internship is a program for emerging professionals to learn, and develop skills in a practical setting before entering the workforce. This Communications & Community Internship (CCI) is designed for undergraduate Hunter College students majoring in the arts, who are interested in learning about marketing, communications, and community engagement in a nonprofit theatre setting. The CCI will have a role in researching potential community partners, updating the website archive, assisting with communications including eblasts, social media, and website traffic, and participating in our upcoming strategic planning process. This intern will work 15-20 hours per week from September - December.

The CCI will provide general administrative support to the Associate Director for Community Engagement (ADCE), and the Communications & Community Manager (CCM), attend weekly communications and community meetings, assist with community programming, and collaborate on special events or fundraisers when applicable.

### **Day-to-day Tasks for Communications & Community Internship:**

- Familiarize self with PlayCo's body of work.
- Assist the CCM with the management and organization of communications assets (video content creation, images, artwork, photos, etc).
- Assist the CCM with maintaining the communications calendar.
- Collect and analyze engagement across all communication platforms including social media, eblasts, and website to collect deeper insights into PlayCo's audience and engagement trends.
- Under the direction of the staff, update PlayCo's website archive of work.
- Research potential community engagement partners for upcoming projects and programs.
- Assist the ADCE and CCM with the coordination of community programming for upcoming productions and Idea Lab community programming. Some community programming events will fall outside of normal office/working hours.

- Participate in weekly staff and applicable department meetings.
- Assist the staff with daily administrative tasks as needed (answering phones, running errands, filing, etc).
- Assist with day-of coordination of any special events or fundraisers.

### **Internship Learning Opportunities:**

PlayCo internships provide tangible learning opportunities for young professionals through intentional and robust avenues of support. We offer several resources, programs, and tools to enhance each intern's learning experience.

- **Mentorship.** PlayCo will designate a staff or board member, who is not a direct supervisor, to mentor the interns through their tenure.
- **Dedicated time with supervisor.** Each intern will meet with their direct supervisor on a bi-weekly basis exclusively to check in on the learning goals, general experience, and internship project. These are separate from department meetings.
- **Dedicated time with staff.** We believe a holistic experience is fundamental to an internship. Each intern will have the opportunity to schedule a discussion with each member of the staff to ask questions about their position, career, or work history.
- **Internship Project.** Each intern will work with their direct supervisor to devise a project that will be tailored to their interests and learning goals based on the current programs/projects at PlayCo. This project will be identified within the first month of the internship and be completed in their tenure.
- **Systems training.** For working systems not specifically listed in the *Required experience and qualifications* section above, PlayCo will provide dedicated in-house training on these systems. In the event the current staff structure does not have the expertise or resources to train an intern, PlayCo will arrange for external training. The communications & community intern will receive dedicated training on Monday.com and the website backend as needed.
- **Networking Opportunities.** Interns will have access to workshops, webinars, and round table discussions offered by A.R.T./NY, Theatre Communications Group, and other professional service organizations, and will be able to devote work hours to these activities.

### **Compensation & Application Instructions**

Applications will be reviewed on a rolling basis until the internship is filled, and applications received by 9/1/25 will be given priority consideration. Please submit a resume along with a one-page maximum cover letter explaining why you're interested in the position to [jobs@playco.org](mailto:jobs@playco.org) and CC [ooa@hunter.cuny.edu](mailto:ooa@hunter.cuny.edu). In your email, please list your name along with the internship(s) you're interested in. This internship is available for all current undergraduate Hunter College students majoring in the arts (Theatre, Dance, Music, Art and Art History, Film and Media) or pursuing the Arts Management and Leadership Certificate. **If**

**accepted for the internship, arts majors should apply for funding through the Office of the Arts.** Program funding is paid at \$22/hour for a maximum of 150 hours for the semester - please reach out to [ooa@hunter.cuny.edu](mailto:ooa@hunter.cuny.edu) for more information. If you're interested in additionally receiving academic credit, please reach out to your department advisor.