

Job Title: Spring 2026 Semester Intern

Company: Michael Moore Agency

Location: Midtown Manhattan

Weekly Hourly Requirement: Estimated 10 hours/week for up to 15 weeks

About Us: Michael Moore Agency (MMA) is the premier theatrical literary agency destination for bespoke representation of developing and established artists and represents award-winning writers, composers, directors, choreographers, music directors, designers, dramaturgy, and casting directors in all mediums, including theatre, film, television, podcasts, and new media.

Internship Summary: Aid full time employees with internal systems organization, information gathering and sharing, database management, and the flow of daily office communications (answer phones, greet guests, etc).

Learning Objectives: Learn about the live entertainment industry with a specific focus on theatre from the lens of artist representation. Develop a baseline knowledge of contracts, negotiation tactics, talent scouting, and the business of live entertainment. Become acquainted with the landscape of the American theatre industry by learning important contemporary artists working in the theatre along with major theatres in New York and around the country.

Responsibilities:

- Help maintain and populate internal databases and systems (ex. Keeping all industry contact information up to date, compiling and updating active lists of clients, help maintain agency's social media presence, etc.)
- Support agents through agent-specific research projects as needed (ex. Researching and compiling a database of all designers who worked off Broadway in the past year for the purpose of scouting talent and client acquisition, compiling and disseminating important news updates within the industry, etc.)
- Serve as a first line of contact by answering phones, greeting guests, and fielding basic email inquiries

Qualifications:

- Enrollment at an accredited university in the arts, arts management, or related field
- Basic proficiency with Microsoft office suite
- Excellent research and writing skills
- Organization and systems management
- Self-starter
- Curious

Preferred:

- Interest in the live performing arts, specifically theatre

Benefits of the Internship:

- Become familiar with the artists, producers, theatres, etc. working at the highest level of theatre and live entertainment
- Have access to agents with over 100 years of collective experience in artist representation
- Learn about the business side of live entertainment by becoming familiar with contracts, negotiations, and talent scouting
- Take part in weekly learning seminars analyzing contracts of artists working in different disciplines throughout live entertainment
- Weekly lunch-time mentorship conversations with agents to discuss career goals and individual learning goals

Compensation: Students majoring in the arts may apply for funding on the [Office of the Arts Website](#) after being accepted for this position. Eligible students will receive \$22 an hour for up to 150 hours. Payment will be provided in one lump sum after the internship is completed.

To Apply: Send a cover letter, resume, and two references to Jack Perry at jp5914@hunter.cuny.edu with the subject line, "Michael Moore Internship".