



## **MISCHIEF MANAGEMENT PROGRAMMING INTERN**

Mischief Management is seeking a programming department intern for the summer semester. This intern will report directly to the Programming Director work closely with our small team and get a first-hand look at how our events are planned, with a particular focus on creating and confirming original content for BroadwayCon and LeakyCon.

### **Qualifications**

- Passion for theatre and/or Harry Potter
- Excellent written and oral communication
- Strong creative problem-solving skills and an ability to come up with innovative ideas
- Excellent organizational and administrative skills
- Excellent self-management skills and ability to work independently
- Excellent collaborative skills and ability to work as a member of a team

### **Responsibilities**

- Maintaining forward-facing inboxes and answering industry and attendee questions
- Lending a hand on projects ranging from museum curation to proof-reading the schedule
- Maintaining internal databases and organizational systems
- Working closely with the Programming Director to create internal timelines and make sure the programming staff adheres to them

This is an unpaid, flexible position beginning in May or June and running through August or September. The Programming Intern will be asked to work at least two days each week from either a remote location (using Google Hangouts) or the Mischief Management office in Midtown Manhattan.

To apply, please send a resume and cover letter to Lisa DeGrootd at [recruitment@mischiefmanagement.com](mailto:recruitment@mischiefmanagement.com).