



Position Summary: This three month internship at Seattle Theatre Group will provide a unique perspective on what it takes to book, market, advance, and produce live events at a variety of music venues throughout the Northwest. Participants will gain a rewarding experience from direct involvement with STG's diverse range of programming (music, comedy, theater, dance, etc.) and exposure to the behind the scenes process in the entertainment industry.

Essential Duties include, but are not limited to:

- Contract and show file organization
- Show data management and Pollstar reporting
- Production assistance with day-of-show preparation
- Tracking the advance process for shows and artist correspondence
- Marketing research and programming development

Education:

- High school graduate, or GED equivalent, actively pursuing a Bachelor's or Graduate degree

General Qualifications:

- Exceptional organization and proofing skills
- Reliability and punctuality
- Excel savvy
- Confident and direct communicator
- A keen ear for emerging new music
- Capable of lifting up to 30 pounds
- Must love dogs

Skills:

- Microsoft suite, including Office and Excel
- Google Docs/Drive
- Adobe Photoshop knowledge