



## EVENT PROGRAMMING INTERN

The National Comedy Center is currently seeking interns for its 2024 internship program. This is an excellent opportunity to get involved with an award-winning non-profit cultural institution and national-scale destination to gain real-world experience, learn new skills, and make connections. The state-of-the-art National Comedy Center was recently named the “Best New Museum” in the country by *USA Today* and one of the “World’s Greatest Places” by *TIME* magazine.

The Event Programming Intern will help plan and coordinate the comedy and entertainment events during the Lucille Ball Comedy Festival, produced by the National Comedy Center each August.

Remote internships, as well as partial remote/partial on-site arrangements, will be considered for 2024.

**\*\*Must be on-site during Lucille Ball Comedy Festival.**

### RESPONSIBILITIES

- Assist with the event programming for the Lucille Ball Comedy Festival.
- Assist with hospitality and arrangements for entertainers during the comedy festival.
- Assist with event-based marketing promoting the National Comedy Center and its initiatives through online and in-person programs.
- Responsible for handling box office duties and taking comedy festival ticket orders.
- Other duties as appropriate and necessary.

### REQUIREMENTS

- Must have high organizational and time management skills.
- The ability to provide outstanding hospitality to festival/museum guests and performers.
- Theatrical experience including knowledge of stage management and QLab is strongly preferred.
- Experience in organizing and executing events of varying sizes with a keen eye for detail.
- Basic office skills including an understanding of Microsoft Office.
- Must be able to commit to 15-20 hours per week. Hours are flexible.
- All interns must complete a minimum of 4 hours each week on the floor of the National Comedy Center to learn how the attraction operates, interact with visitors, and increase their comedy knowledge.
- During the week before and the week of the Lucille Ball Comedy Festival in August, hours may increase to full time but remain flexible (each intern can work out schedule with supervisor).
- Interns will utilize their personal laptops during the internship. If other arrangements are needed, please discuss upon acceptance into our program.

### CONTACT

To apply, please submit a resume and cover letter to [internships@comedycenter.org](mailto:internships@comedycenter.org). Phone/Skype interviews are also available for students who cannot interview in Jamestown.