



## Vanguard Theater Company Internship Opportunities

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### Social Media

Vanguard Theater Company is looking for a Social Media whiz to assist in our social media practices. Assisting with multiple campaigns on various platforms in addition to coming up with and executing new ideas is required. Additional duties will include publicity research, listings, audience outreach, graphic design (if qualified.) Unpaid internship

#### Responsibilities

- Assist in creating signage, newsletters, email campaigns, online promotions, etc. for all of Vanguard's programming
- Provide support to social media efforts to target new audiences.
- Research and analyze competitor marketing.

#### Requirements

- Pursuing a Bachelors Degree in Marketing, Public Relations, Journalism, Creative Writing, Communications, or another relevant field.
  - Possess excellent written and verbal communication skills.
  - Possess creativity, flexibility, variety, and growth potential.
  - Should be open-minded, a fast learner, enthusiastic, and adaptable.
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### Graphic Design intern

Vanguard Theatre is seeking innovative graphic design interns to assist with the creative workload. In designing and producing marketing materials for Vanguard Theater Programming. Internships are unpaid, however, students may arrange to receive college credit.

#### Responsibilities:

- Design and produce promotional materials such as posters, flyers, advertisements, etc.
- Design web graphics and internet advertising.
- Design advertisements for playbills

#### Requirements:

- Must be proficient in Adobe InDesign, Photoshop and Illustrator
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and Mentorship.



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### Associate House Manager

Vanguard Theater Company is offering an internship for an Associate House Manager. This person will work alongside and report to Vanguard's main House Manager who controls "the front of house" -- (the space beginning at the outside entrance to the theater.) Vanguard is a "Floating" Theater Company, so the "front of house" will vary depending on our production location. Vanguard's productions float between areas in Northern NJ (South Orange, Maplewood, Bloomfield) and NYC. Vanguard is looking for a candidate with great organizational skills, who thinks quickly on his/her feet.

#### Responsibilities:

- Follow-up with individuals who have expressed an interest in Volunteering
- Create/Compile a comprehensive list of volunteers
- Schedule a specified number of Volunteers for Vanguard Theater Productions
- Become an expert (and train volunteers) in the following "front of house" responsibilities:
  - Setting up merchandise sales, concession sales
  - Working concession and merchandise tables
  - Creating and maintaining an Email list sign-up
  - Assisting with Box office operations
  - Distributing Programs
  - Ushering

#### Requirements:

- Experience with MS Office - Word and Excel specifically
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Attention to detail and problem solving skills

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Founded in 2015 Vanguard Theater Company is a 501 (c) 3 not for profit arts organization committed to producing transformational theater programming with an emphasis on DREAM - Diversity, Reciprocity, Education, Awareness, and Mentorship.