

Dallas Theater Center

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JOB TITLE: Web Content Intern
DEPARTMENT: Marketing
REPORTS TO: Director of Publications
HIRING MANAGER: Amy Webber
PREPARED DATE: January 2, 2017
INTERNSHIP DATES: February 8, 2017 until May 26, 2017

ABOUT DALLAS THEATER CENTER: One of the leading regional theaters in the country, Dallas Theater Center (DTC) performs to an audience of more than 90,000 North Texas residents annually. Founded in 1959, DTC is a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyle Theatre, designed by REX/OMA, Joshua Prince-Ramus and Rem Koolhaas. DTC also presents productions at its original home, the Kalita Humphreys Theater, the only freestanding theater designed and built by Frank Lloyd Wright. Under the leadership of Artistic Director Kevin Moriarty and Managing Director Jeff Woodward, DTC produces a seven-play subscription season of classics, musicals and new plays and an annual production of *A Christmas Carol*; extensive education programs including Project Discovery, SummerStage and partnerships with Southern Methodist University's Meadows School of the Arts and Booker T. Washington High School for the Performing and Visual Arts; and community outreach efforts.

The mission of DTC is to engage, entertain and inspire our diverse community by creating experiences that stimulate new ways of thinking and living. We will do this by consistently producing plays, educational programs, and other initiatives that are of the highest quality and reach the broadest possible constituency.

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

SUMMARY

Dallas Theater Center seeks a Web Content Intern to provide support to DTC's marketing department. The ideal candidate is an undergraduate college student with interest in the arts and web management. Candidate must possess excellent written and verbal communication skills and superior organizational and task management skills. Knowledge and experience with image editing software and CKEditor or other content management apps a plus.

ESSENTIAL DUTIES

Intern responsibilities/education includes, but is not limited to:

- Collecting DTC news from web
- Resizing images
- Posting and updating site content
- Auditing admin portal
- Creating handbook for admin portal

SKILLS AND KNOWLEDGE REQUIREMENTS

- Excellent written and verbal communications skills
- Strong attention to detail and organizational skills
- Ability to multi-task and prioritize
- Good problem solver and self-starter

EXPERIENCE/EDUCATION REQUIREMENTS

- Some experience with content management
- Applicant must have completed at least one year of college, and must be enrolled as a full-time sophomore, junior or senior undergraduate in fall 2016.

INTERNSHIP and APPLICATION INFORMATION

- This is an unpaid internship. Ideally, candidates will be able to use the internship for class credit
- This internship will require 10-15 hours of work per week, based on office needs
- Mac user ideal, with own computer.
- Position can work off-site, needs to meet with Director of Publications on a weekly basis.

- Interested candidates should submit a cover letter and resume to shannon.jones@dallastheatercenter.org.
- No telephone calls, please