

## **Business Administration & Marketing Internship** - Cirque Us

Overview: Have you ever wanted to run away with the circus? Do you enjoy working on a team with people from across the country? Do you thrive in a fast-paced, challenging and fun environment? The Cirque Us Business Administration team is the perfect way to get hands on experience in a professional arts organization. Cirque Us is seeking passionate and motivated individuals who are willing to roll up their sleeves and turn “mud” into “magic” and help put our new show on the road.

### **Job Description:**

The Cirque Us Business Administration and Marketing team works in all departments of Cirque Us including tour operations, finances, development, sponsorships, marketing, social media, ticketing sales, merchandise and workshop & camp programming. Our interns assist our staff with day to day operations of the company. Interns will help reach new clients, assist in contract and grant writing, and bolster relations with circus community. This internship will help deepen integrated marketing and administration skills.

### **Time Description:**

Part Time. Flexible Hours. 5 Hours per week.

### **Location:**

Applicant preferences will be given to those in the greater Chicago area. Work can be done remotely. Weekly meetings with Chicago based supervisor are required. Monthly skype meetings with entire company are required.

### **Key Responsibilities** include:

1. Research, identify, and contact organizations and businesses in areas the company will tour through.
2. Review, edit, and modify new and existing materials.
3. Work as part of the Cirque Us team and be a valuable collaborative member.
4. Contribute ideas that pertain to marketing as well as branding.
5. Assist in the operation, development, and marketing tasks.
6. Assist in operational duties including but not limited to venue bookings, scheduling, staffing, programming and other tasks as needed.
7. Assist in contract and grant writing.
8. Assist in development of Sponsorships and Promotional Packages.

### **What to expect**

1. Interns will meet with Assistant Business Manager of Cirque Us once a week who will go through duties assigned that week.
2. That meeting will account for one hour of work and the remaining four hours expected will be completed independently.
3. Interns will report directly to the Assistant Business Manager, but they will also participate in company wide Skype calls every two weeks. Because company members are working remotely across the United States and Europe, it's important to check in with everyone contributing to the Cirque Us vision.

4. Guidelines and steps to accomplish assigned duties will be thorough and the internship supervisor will guide and monitor closely to ensure clarity and understanding.

### **Qualifications**

1. Someone who is organized and able to adhere to a timeline.
2. Excellent verbal and written communication skills
3. Knowledgeable about marketing strategies specific to performing arts organizations.
4. Students studying either performing arts business, marketing, PR, or related fields.
5. Team players
6. Exemplary creative and problem solving skills with ability to take initiative
7. Superior attention to detail
8. Interest in exploring multiple marketing disciplines, i.e, digital, social.

### **Learning Objectives:**

1. Experience what it means to work for a startup performing arts company.
2. Develop a working knowledge of various job processes and/or duties
3. Implement new plans, procedures or ideas within the business organization
4. Write correspondence, reports, press releases, programs, sales presentations, and promotional brochures.
5. Communicate with producers, tour managers, and venues in the New England area.
6. Compile statistical data, facts or information.
7. Find and research information from various sources or people that can be helpful.

\*The process of gaining learning objectives will be heavily supported by internship supervisor and the Cirque Us company as a whole.

### **Posting Statement**

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status.

STARTING DATE

January 27, 2019

END DATE

May 23, 2019

WORKLOAD

5 hours per week; this includes a one hour check-in with internship supervisor.

INTERNSHIP SUPERVISOR/ ASSISTANT BUSINESS MANAGER

Hannah Tymosko; [hmtymosko@gmail.com](mailto:hmtymosko@gmail.com); (913) 206-7810

**To apply please email a resume and cover letter to [info@thecirqueus.com](mailto:info@thecirqueus.com) with the subject title "Intern"**