

Su Teatro

Job Title: Summer Intern

Supervisor: Jennie Hurrieta, STEP Supervisor

Job Location: Su Teatro Cultural & Performing Arts Center
721 Santa Fe Drive
Denver, CO 80204

Job Description: This position is responsible for a variety of operational tasks including customer service, recording/updating information, assisting professional staff with special projects, general office and clerical duties, and other duties as assigned. During this summer they should be prepared to help with the annual auction - including but not limited to organizing online and in person auction, requesting items, helping high school interns with the auction process; support the summer production both back stage and in front of house; support the high school internship program; and prepare for 50th Anniversary activities.

Intern will have opportunity to shadow other staff members and if other projects are appealing or areas a chance to further explore those.

As a non-profit performing arts center, Su Teatro requires work around our productions/programming as well as grant work and fundraising. We are seeking someone who is able to work in a fun yet productive work space, who exhibits problem solving, critical thinking skills and has intellectual curiosity.

**Eligibility
Requirements:**

- Must be proficient in the Microsoft Office Suite, including Outlook, Excel, and Word
- Must be dependable, detail-oriented, flexible, organized, willing to learn, possess the ability to multi-task, and have a professional demeanor.
- Must have solid written and oral communication skills, including the ability to communicate clearly and professionally via telephone and email.
- Ability to work in a fast-paced environment with tasks and activities varying daily

Position will require some evening and weekends. Including but not limited to the Music Festival last week in July and the June production.

