

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2018**

Organization Name: The Alliance Theatre

Address: 1280 Peachtree Street NE Atlanta, GA 30309

Phone: 614 733 4376

Web site: www.alliancetheatre.org

Internship Supervisor: Tiffany Williams

Supervisor's contact information including e-mail.

Tiffany.Williams@alliancetheatre.org
404 733 4673

Organization's Mission Statement: "Atlanta's national theater, expanding hearts and minds on stage and off."

Summary of organization's primary programs and services:

The Alliance offers 12 world class productions each season. Four are produced on our brand-new Coca Cola Stage, four are produced in the underground Hertz, and four are part of our family series which includes productions for ages 0 – 3 years old. We also host the annual Reiser Lab competition which provides funding and resources to teams of local Atlanta artists. In addition, we have the Kendeda National Playwriting competition which produces one new play submitted by a MFA playwriting recipient a year. Finally, we have a robust education department that provides acting classes for all ages, training for teachers, workshops in communication for corporations, and a host of other programming that supports our mission.

Intern's title: Emory Literary Intern

Number of interns requested: 1

Internship project/job description:

This intern will work with Associate Producer Amanda Watkins and Artistic Assistant Tiffany Williams in all aspects of literary work. This can include, but is not limited to:

- Script reading and script reports
- Dramaturgical planning and research
- Encore Playbill duties
- Script scanning, printing, and editing
- Organization, categorization, and filing

Qualifications:

- Detail oriented
- Organized
- Flexible
- Strong communication skills
- Excellent comprehensive reading and analysis skills
- Strong writer

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here:

No, there are no requirements.

Will the internship require that the student have a car?

A car isn't required.

Is placement site accessible by public transit or other transportation options?

Yes. The Arts Center Marta Station is directly across the street from the Alliance. The theater is also a short walk from the Midtown Marta Station.