

Servant Leadership Summer Internship Placement Site Job Description Information Sheet Summer 2025

Organization Name: Alliance Theatre

Address:

Woodruff Arts Center, 1280 Peachtree St NE, Atlanta, GA 30309

Phone:

404.733.4600

Web site:

www.alliancetheatre.org

Internship Supervisor:

Abrianna Belvedere

Supervisor's contact information including e-mail:

Abrianna.Belvedere@alliancetheatre.org

Organization's Mission Statement:

Atlanta's national theater, expanding hearts and minds on stage and off.

Summary of organization's primary programs and services:

Alliance Theatre is the leading producing theater in the Southeast, offering 12 world class productions each season. Four are produced on our Cola Stage, four are produced in the underground Hertz, and four are part of our family series which includes productions for ages 0 – 5 years old. Over half of our productions are new works, including the winner of the Alliance/Kendeda National Graduate Playwriting Competition which produces one new play submitted by an MFA playwriting recipient a year. We also have a year-long program, the Reiser Atlanta Artists Lab, which provides funding and resources to teams of local Atlanta artists. Finally, we have a robust education department that provides drama camps and 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:

Literary and Engagement Intern

Number of interns requested: 1**Internship project/job description (Please detail degree to which position is in-person, virtual, or hybrid.):**

This intern will work with Director of New Work Amanda Watkins and BOLD Producing Associate Abrianna Belvedere in all aspects of literary work and public dramaturgy. This can include, but is not limited to:

- Reading scripts and writing script reports with a focus on rigorous, diverse, and inclusive storytelling
- Dramaturgical research
- Research for public-facing dramaturgical materials such as Encore Playbill, lobby displays, and web materials for 2024/2025 season
- Script scanning, printing, and editing
- Organization, categorization, and filing
- Occasional support of the Community Engagement Department

This position will work on a hybrid schedule with days in the office and days at home.

Qualifications:

- Excellent comprehensive reading and critical analysis skills
- Strong communication skills
- Writing
- Detail oriented
- Organized
- Flexible
- Computer skills, especially Microsoft Office Suite. (Experience with Final Draft a plus, but not required)
- BIPOC students are strongly encouraged to apply

Other requirements, if any, for this position (security check, drug screen, immunizations, etc.)?

Woodruff Arts Center Human Resources requires a background check.

Will the internship require that the student have a car? No

Is placement site accessible by public transit or other transportation options? Yes, accessible via the Arts Center MARTA station.