



## Summer 2025 Internships Overview

Thank you for your interest in working with Lyric Stage Boston!

[Lyric Stage](#) is a mid-size regional theatre company that produces a 6-show mainstage season. We also produce two theatre-for-young-audiences one-acts as part of the [Lyric Back Stage](#) education program and the [Lyric First Page Festival](#) of student-written 10-minute plays. Lyric Stage is dedicated to providing opportunities for Greater Boston theatre-makers and supporting them in creating sustainable careers in the arts; All staff, actors, directors, designers, and crew live in the Greater Boston area.

Lyric Stage is proud to be part of the Beacon Properties community at 140 Clarendon Street, a shared building that includes both private residences and community spaces. In addition to Beacon Properties, our community partners include the Boston Public Schools, EdVestors, and YW Boston, among others. The [Lyric For All](#) affordable pricing program supports the theatre's mission of promoting inclusivity and connection.

Lyric Stage offers summer internships focused on Marketing, Development (fundraising)/Audience Engagement, and Literary/Dramaturgy. Please read the following information carefully to help you decide whether interning at Lyric Stage is the right fit for you and your educational goals.

### What We Look For

The Lyric Stage Summer Internship Program is a good fit for undergraduate and graduate students who

- Are interested in regional and nonprofit theatre, and have some familiarity with the Greater Boston area and/or the Boston arts landscape.
- May wish to pursue careers on the administrative side of the performing arts or as multi-hyphenate artist-administrators.

- Identify goals for their own unique educational and career path that an internship can support.

### Lyric Stage Does Not

- Offer internships in acting, directing, design, playwriting, or production.
- Have a summer season of productions. However, internships will begin during the run of the last production in our 2024-25 season.

### Compensation

- We are not currently able to offer paid internships but prioritize internship arrangements that will be completed for *academic credit*, receive compensation through a college/university funding program, or satisfy a degree program requirement.
- Interns should check with their school's internship office regarding requirements – it is the intern's responsibility to ensure all deadlines and paperwork requirements are met.

### Schedule and Logistics

- Summer interns at Lyric Stage generally work between 13-15 hours per week over the course of 12 weeks. In 2025, these dates will run May 19-August 8.
- The typical schedule is hybrid, including time in Lyric's administrative offices at 140 Clarendon Street in Boston on Monday and Wednesday afternoons, with some remote project hours on Fridays.
- Schedules will be adjusted as needed to include work on other days of the week and/or in the evenings for events at Lyric Stage, and to attend theatre performances at other theatres in Boston as a cohort.
- As part of Lyric Stage's mission is to provide opportunities for local Greater Boston theatre-makers, Lyric Stage does not offer housing. The theatre is conveniently located in close proximity to stops on the MBTA's Orange and Green Lines, as well as several bus routes, and all outside events attended as a cohort will be MBTA-accessible.

### Learning Focus and Content

- The work responsibilities of individual internships are customized to Lyric Stage's needs in that particular year and the intern's own learning goals. All interns work collaboratively across multiple departments over the course of the summer but each intern will have an area of primary focus, generally in Literary/Dramaturgy, Development (fundraising)/Audience Engagement, or Marketing.

- Interns will work some shifts with the Box Office/Front of House team as ushers for the final Lyric Stage production of the season and for summer performances by guest organizations. Interns will also provide logistical and technical support for the [Lyric First Page Festival](#), which consists of readings of 10-minute plays written by middle and high school students from Greater Boston.
- Each week's schedule will include a group lunch/discussion with rotating members of the Lyric Stage staff. These lunches are an opportunity for interns to learn and ask questions about each staff member's educational and professional background, the various jobs at Lyric Stage and in nonprofit theatre in general, and potential future career paths.
- As a cohort, interns will also attend theatre productions and arts events throughout Greater Boston to expand their knowledge of the Boston theatre landscape and analyze the relationships between programming, mission statements, financials, audience experience, etc. and the role their own respective departments play in various organizations.

Projects *may* include, but are not limited to:

- **All:** Staffing for the Lyric First Page Festival, support staff for season auditions and show-specific callbacks, front of house/box office shifts for the last production of the 2024-25 season.
- **Marketing:** Copywriting, video editing, creating digital collateral in Canva, digital photography, and developing podcast episodes.
- **Development/Audience Engagement:** Donor communications, database management, data analysis and visualization (charts, reports, etc.), grant-writing, special events planning and execution.
- **Literary/Dramaturgy:** Creating internal and audience-facing dramaturgical materials for season productions using library and digital research, staffing for season auditions and show-specific call-backs, side selection and materials prep for call-backs.

### Timeline

- Sunday, February 2, 2025: Application deadline
- February 2025: Applicants will be selected for preliminary interviews via Google Meet with Community & Artistic Programs Manager Alex Smith (she/her), who manages the internship program
- Early-Mid March 2025: Department staff will conduct interviews with finalists
- Mid-Late March 2025: Confirmation of internships
- April-May 2025: Interns complete paperwork required by individual schools for credit or school funding

- Monday, May 19, 2025: First day of internships
- Friday, August 8, 2025: Last day of internships