



**Two Internships (Front of House)  
Theatre Department  
21 April to 30 June and  
26 June – 10 October**

We are looking for motivated individuals who are eager to learn about Front of House operation at an international arts venue and are able to work on a full time shift pattern. The FoH interns will act as support to the Front of House Team which consists of a House Manager, Deputy House Manager and Stewards Co-ordinator, together with three seasonal Duty Managers. This team works to co-ordinate a pool of over 500 volunteer stewards, who form a key part of the FOH operation during the season. The interns will cover a wide range of activities gaining an insight into the operational and administrative needs of the Department and will specifically assist with the day to day operational duties of the Front of House team. The theatre is open seven days a week and the flexibility to share the range of matinee and evening performances would be key to this role.

**Responsibilities**

To provide back up to the FOH Duty Management team encompassing operational and administrative areas.

To assist with set up for matinee and evening performances; arrangements for press nights and midnight performances.

To escort our access patrons to their assigned area of the theatre and follow up on any extra assistance needed.

To help maintain the steward email database, transferring and reconciling paper and electronic lists.

To assist with event planning & activities for Stewards during the theatre season.

To assist the smooth incoming of school groups booked into theatre performances and log any problems for accurate follow up.

**Personal Profile**

A theatre background is not essential, but a proactive responsible approach to the job is a key requisite, as are:

Proven experience in customer care.

Good literacy and basic knowledge of Word, Excel and Outlook.

The ability to respect confidentiality.

A Flexible approach together with strong people skills.

Shakespeare's Globe is open Monday to Sunday, due to the operational needs of the FOH department this post will include evening and weekend duties.

All internships are unpaid posts, Shakespeare's Globe does not offer travel expenses or accommodation.

For an application form please visit our website at [www.shakespearesglobe.org](http://www.shakespearesglobe.org)

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