

TACAW

PAID INTERNSHIP Position

POSITION TITLE: Performing Arts Intern, Bailey Shaw Internship Program
REPORTS TO: Education Manager
WORK SCHEDULE: 20–30 hours per week; includes some evening and weekend work
STATUS: Temporary Hourly
COMPENSATION: \$22 per hour

START DATE: MAY 26, 2026
APPLICATION DUE: APRIL 21, 2026

Position Summary

The Performing Arts Intern will gain hands-on experience across multiple departments at TACAW, with a primary focus on Development and Education. The candidate will also work across additional departments including Operations, Production, Programming, and Marketing/Special Projects. This role is designed for individuals passionate about the performing arts who want to understand the "engine" that powers a non-profit arts organization.

This internship is ideal for someone detail-oriented, adaptable, and excited to contribute to TACAW's mission of presenting exceptional performing arts, cultural events, and idea-based programming. The candidate will support different departments on various projects, developing professional communication, organization, and teamwork skills.

Responsibilities

Development & Fundraising

- Gala & Events: Assist with prep for TACAW's annual Gala, including organization and logistics.
- Assist with "thank you" campaigns, gift deliveries, and other donor acknowledgements.
- Assist with data-cleanup projects and creating grant reporting templates.
- Support the execution of Member Parties and donor-facing events.
- Assist with TACAW's annual silent auction fundraising and execution.

Education & Programming

- Support teaching artists and help facilitate arts programming for youth.
- Assist in maintaining a welcoming and organized learning environment.
- Assist with marketing projects to enhance audience engagement.

Operations & Production

- Help with front-of-house duties, guest services, and general venue logistics.
- Work with the production team to ensure smooth event execution and artist relations.

Requirements

- Must be 16 years or older to apply.
- Flexible, open-minded, and eager to take on different responsibilities.
- Strong communication and organizational skills.
- Ability to work both independently and as part of a team.
- Positive attitude and willingness to learn.
- Ability to stand, walk, bend for extended periods, and lift up to 25 lbs.

Preferred Qualifications:

- Interest in pursuing a career in the arts, entertainment, or nonprofit sectors.
- Spanish fluency is a plus.

Additional Information

- Only Roaring Fork Valley residents will be considered.
- Transportation costs are not included in compensation.
- Candidates must be able to pass a background check.

Internship Outcomes

- Gain exposure to multiple career paths within the arts and nonprofit sector.
- Develop communication, organization, and problem-solving skills in a professional setting.
- Learn how different departments work together to bring arts programming to life.
- Build connections with industry professionals and expand your network.
- Create a self-guided independent project.

To apply, please send resume and cover letter to education@tacaw.org

If you do not have a resume, please send your experience and why you are interested in the position.