

AACTFest 23 Festival Operations Team Member

Looking to make life-long connections in theatre and build your skills and resume while doing so? Then apply to be an AACTFest 23 Operations Team Member!

On June 12- 17, 2023, AACT will be hosting its 27th AACT National Community Theatre Festival called AACTFest in Louisville KY. AACTFest is the culmination of a 2-year festival cycle in which Community Theatres from around the country and on military bases abroad compete and showcase their productions at the state and regional levels for the opportunity to perform at the National Festival.

AACTFest draws 400 – 600 registrants as well as local crowds attending shows. It is an exhilarating week filled with productions from around the country, workshops, speakers, special events and a Youth Theatre Festival!

We are looking for a few interns looking to gain theatre experience and event planning while having fun! Becoming an Operations Intern is a full-week commitment. Interns must apply and interview to be considered. Only 2-3 applicants will be selected.

Job Description: Operation Members will support the Operations, Conference Coordinator and AACT Staff in managing and coordinating all festival venue logistics, front of house, organizing venue materials, registration, marketing and event planning in order to make it a positive experience for theater companies and audiences alike.

Hours: Interns would arrive Sunday prior to the Festival and depart the following Sunday. During the Festival (June 12-17, 2023), most days will begin with the AACT morning staff meeting and conclude an hour after the last event ends. Some pre-festival hours may be required for training, but would be conducted and coordinated remotely.

Job Requirements:

- Excellent time management
- Strong problem-solving skills
- Experience and Interest in Theatre/Arts Management
- Ability to communicate effectively in a straightforward manner and take direction
- Respond to phone calls, texts, and emails promptly and professionally
- Comfortable working with Microsoft Word, Excel and Google Docs
- Knowledge of theater venues (especially front of house)
- Ability to handle stressful situations and act professionally at all times
- Great writing and editing skills in regards to grammar, spelling, and vocabulary
- Excellent interpersonal skills
- Must be able to lift 25 lbs.

AACT Will Provide

- Hands on training in Festival and Event Management
- Housing – Shared room with other Operation Interns
- Access to special and educational events
- Small stipend to assist with meals

Dress Code: Attire for the week is business casual. As a first point of contact for festival attendees and a representative of AACT, we ask that you dress appropriately. No jeans, t-shirts, flip flops allowed. Dresses, slacks, and khakis are acceptable. When considering shoes, make sure they are comfortable for standing and walking.

To apply: Please send cover letter, resume and references to (Please submit by April 1, 2023)
Mary Jo DeNolf / AACT Festival & Engagement Coordinator
maryjo@aact.org