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| **Job title** | **Summer Internship (June 2023 – August 2023)** |
| **Reports to** | **IT Department** |
| **Salary Range** | **$15/per hour** |
| **Benefits** |  |

**Job purpose**

**Nederlander Producing Company of America, Inc. offers internship sessions that provide an opportunity for students to learn about the workings of a multi-faceted company and to develop professional skills. Interns are required to work 20 hours per week with compensation of $15/per hour, during which time they will acquire hands-on experience in:**

* **Assisting with troubleshooting hardware and software issues for end-users**
* **Installing and configuring computer systems, networks, and peripherals**
* **Participating in IT project activities, such as system upgrades and deployments**
* **Researching and evaluating new technologies and software solutions**
* **Up to date with latest technology trends**
* **Collaborating with team members to address IT-related issues and initiatives.**

**Duties and responsibilities**

**Qualifications**

**Location**

**The main office is centrally located at in the Theatre District.**

**Physical requirements**

**While performing the duties related to this job, the employee is regularly required to have visual acuity, talk, and hear while communicating with executives and other staff members. This position requires sitting, standing, bending, and walking. The employee may occasionally be asked to lift and/or move items up to 10 pounds.**

**Other duties**

**This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.**

**Nederlander Productions and its Affiliates provides equal employment opportunity. Discrimination of any type will not be tolerated. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex national origin, sexual orientation, gender identity, disability, protected veteran status or any other characteristics protected by state, federal and local law. Nederlander Productions employees take part in yearly Anti-discrimination, Anti-harassment, DEIB, Anti-Bullying training and Anti-Racism training.**

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| **About the company:** | **Nederlander is a family-owned purveyor of live entertainment since 1912.  We operate historic theaters, produce, and present the best in theatrical and concert events, and innovate new ways to engage future generations of theatergoers.**  **The Nederlander Organization is committed to a workplace where everyone is free from bias, prejudice, discrimination, and harassment.  The organization strives to ensure a welcoming work environment where everyone belongs and is valued, encouraged & respected for their unique contributions. We are focused on building a culture that acknowledges and values Diversity, Equity, and Inclusion.** |
| **How to apply:** | **Please email a current Resume and Cover Letter to**[**internships@nederlander.com**](mailto:internships@nederlander.com)**, along with answering the following:**   * **Why are you interested in our organization and in working in the department you have chosen?** * **Why are you uniquely qualified for this internship?** * **What are your career goals and how can this internship help you achieve those goals?** |
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