



The Neo-Futurists Fall 2025 Internships

Prospecting & Outreach Intern:

This intern would assist with **prospecting potential collaboration, gig, and education opportunities** for **The Neo-Futurists**. Examples of outreach might include: student groups performing similar work, theaters and organizations looking for external partnerships, high school and college performance opportunities, etc. Outreach would entail cold calls and emails as well as generating new marketing materials, such as pamphlets and one-pagers. By the end of the internship, we would like to have a robust database of potential partners as well as a round of initial reach-outs completed.

Essential skills:

- Self-starter with strong communication ability
- Able to thoroughly research and verify what they find
- Comfortable reaching out to strangers

Schedule:

Scheduling is flexible to fit the intern's schedule.

Ideally, the intern is expected on-site on Tuesdays at 11am-12:30pm and Wednesdays from 10am-1pm. Hybrid/virtual time is also available on Mondays and Fridays from 10am-1pm.

This internship comes with a stipend of \$250, free tickets to The Infinite Wrench, and access to a dynamic and everchanging ensemble of professional artists. College credit requirements can be arranged.



The Neo-Futurists Fall 2025 Internships

Branding & Design Intern:

This intern will document education programming and help craft a strategy for educational marketing. **Projects might include:** shooting & editing a sizzle reel for the Education department, updating graphics and text in our teaching pamphlet, and creating branding guidelines for use across departments. Similar projects will be available for *The Infinite Wrench* and other Neo productions.

Essential skills:

- Videography & editing **or** photography
- Visual design
- Google Suite or comparable office software
- Strong communications skills

Schedule:

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Archive Intern

Over 37 years, The Neo-Futurists have produced 13,000 plays (and counting!) in their weekly show The Infinite Wrench + Too Much Light Makes the Baby Go Blind. Currently most of this collection are paper copies in the Neo-Futurist office. The **Archive Intern** will work with the Archivist and other Neo-Futurist staff to digitize these documents and make them accessible to ensemble members and staff for future reference. This includes digitizing and cataloging past works, researching new technologies for the archive, and assisting the archivist in creating new organizational structures.

Internships with The Neo-Futurists are tied to specific projects. The Archive Intern's projects are:

Update the Neo-Futurist Wikipedia page.

- The Neo-Futurists are interested in updating and starting to manage our Wikipedia Page: <https://en.wikipedia.org/wiki/Neo-Futurists>
- Intern will work with archivist and artistic director to confirm what information needs to be updated/how we want it presented on Wikipedia
- The intern will audit other similar websites to Wikipedia and update information there (including the Neo-Futurist's website)

Update Internal Conductors Logs to new archiving style

- For our 2025 digital conductor's log we've started a new format with links to plays + pivot tables that automatically create author play lists
- We need to go backwards and update our previous Conductors logs (2024-2013) to this new format

Go through the physical archive in person

- In addition to the projects listed above, the Archivist will meet with the intern once a month on a weekend morning and go through boxes in the office. This would be 4 hours once a month in addition to the other work done.
- As materials are catalogued, the intern will have the opportunity to update the "selections from the archive wall" in the State Park

Much of this work can be completed asynchronously, on the intern's own time. Intern will meet with their supervisor once a month in person, once a week digitally, and is also expected to attend The Infinite Wrench with some regularity to enhance their understanding of the way the archive and the theater intersect.

Essential Skills:

- Confident and comfortable with Google Sheets - we will want to see one of your previous spreadsheet projects in the interview.
- Self-starter with a strong curiosity and ability to find your way through a problem.



The Neo-Futurists

Fall 2025 Internships

- Some website editing experience is a plus!

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