



Marketing & Public Relations Internship

The Marketing/Public Relations internship is a unique opportunity to gain hands on experience working to promote festival and theater events in an entertainment based company. Interns will become knowledgeable in the business of the Company including entertainment offerings, hours of operation, event dates and times, directions, pricing and special offerings.

RESPONSIBILITIES MAY INCLUDE:

- Assisting the Marketing/Public Relations Department in all facets of work including, but not limited to:
 - Media relations
 - Email and mail distribution of news releases and other promotional materials
 - Write, or assist with writing, news releases and program articles
 - Any other duties deemed by the Company to further its Marketing/PR interests.
- Meeting radio station representatives and personalities upon arrival at the festival grounds for live remote broadcasts and assist in facilitating on-air interviews.
- Meeting TV, radio, and print media representatives when they arrive, announced or unannounced, and escort them around the festival grounds helping them obtain story details and images.
- Promoting the members of the Blackfryar Acting Company by producing the annual photo shoot and interview process in order to generate local media interest that will lead to feature stories regarding the participation of the actors in the Faire.
- Assisting in planning, promoting and executing Media Olympics, a fundraising event involving media representatives that benefits Make-A-Wish Foundation.
- Assisting in planning, promoting and executing Faire Themed Weekend activities.
- Assisting in researching, planning, promoting and executing Faire Weekend Promotions including Community Outreach Weekend and Serve & Protect Weekend.
- Assisting in planning, promoting and executing the Pennsylvania Renaissance Faire's American Red Cross Blood Drive.
- Accompany actors and independent acts to off-site promotional performances in order to ensure the promotion runs smoothly.
- Conduct online research with the goal of generating new advertising mediums.

LENGTH

The summer internship begins in May and is a 40-hour per week position until the start of the fall semester. Some weekends are required prior to the opening of the Faire in August. Once the fall semester begins, interns must be available to continue to work all Faire weekends until the Faire seasons ends the last weekend of October.

The spring internship begins in January and continues until the end of the spring semester. Schedule and stipend is determined based on weekly availability and class schedule. Responsibilities during the spring may differ from the ones listed above.

COMPENSATION

\$100/week, based on a 40 hour work week. During Faire days, interns will be paid an hourly rate based on the number of Faire hours worked and a bonus will accrue for these Faire day hours to be paid in November if this Faire day commitment is fulfilled.

TO APPLY

Submit resume and cover letter to Karen Stefaniak, Marketing & PR Manager

Pennsylvania Renaissance Faire

2775 Lebanon Road

Manheim, PA 17545

karens@parenfaire.com

Phone: 717-665-7021, ext. 149



Business Administration Internship

The Business Administration internship is a unique opportunity to gain hands on experience working to facilitate festival and theater events in an entertainment based company. The intern will become knowledgeable in the business of the Company including entertainment offerings, contracts, educational programs management, personnel scheduling, hours of operation, event dates and times, directions, pricing and special offerings. A \$200 weekly stipend will be provided during the internship, based on a 40-hour work week.

RESPONSIBILITIES MAY INCLUDE:

- Assisting the Managing Partner, the Educational Programs & Graphic Arts Director and the Partnership Specialist in all facets of work including, but not limited to:
 - Entertainment business management
 - Educational programs facilitation
 - Partnership/Sponsorship Development
 - Any other duties deemed by the Company to further its interests

TO APPLY

Contact Tom Roy, Partnership Specialist
Pennsylvania Renaissance Faire
Mount Hope Estate and Winery
2775 Lebanon Road
Manheim, PA 17545
tom@parenfaire.com
Phone: 717-665-7021, ext. 149



Costuming Internship

Costume intern will work under Head Costumer and Assistants to provide support in the start-to-finish construction of costumes as well as execute alterations.

RESPONSIBILITIES MAY INCLUDE:

- Laundering of costumes
- Basic sewing construction
- Cutting and basic pattern making
- Load in, upkeep, and organization of dressing rooms
- Assistance during fittings
- Running errands for items needed in shop
- General repairs and maintenance of costumes
- General upkeep of shop organization and inventory
- Specialized skills can include; beading, handwork, crochet, knitting, embroidery

The costume shop offers many opportunities to learn corsetry, jewelry making, beading and millinery and period construction of garments. Some design opportunities may also be available, depending on experience.

Full time costumer internships require a 40-hour week. Part time internship may also be available.

Schedule can vary depending on the season, but weekdays are required. Depending on the season, weekend hours are possible. During the Faire season (August-October) weekends are mandatory and require working in period costume (costume will be provided). Must be able to lift and carry weights up to thirty pounds, climb stairs and walk on uneven terrain. Reliable transportation required.

TO APPLY

Contact Katie Wallace, Costume Director
Pennsylvania Renaissance Faire
Mount Hope Estate and Winery
2775 Lebanon Road
Manheim, PA 17545
costumedept@parenfaire.com
Phone: 717-940-1752 or 717-665-7021



Group Sales and Operations Internship

Will become knowledgeable in the business of the Company, including entertainment offerings, hours of operation, event dates and times, directions, pricing and special Group Sales offerings.

Must be available to work as support for Group Sales and Marketing departments on Festival and Faire days. A costumed position may be assigned (costume will be provided). By the end of the internship, candidate will be proficient in the following:

- Box office reservation system
- Group Sales and Operations databases, included Business Contact Manager and Outlook
- Employee relations
- Capacity and potential of facility (Mansion and Faire site)
- Retail and Group Sales

RESPONSIBILITIES MAY INCLUDE:

- Answer and direct incoming calls for the department
- Enter group sales contracts and confirmations into the reservation system
- Submit contracts and confirmations to the manager for approval
- Assist Group Sales Manager with two-week window calls (finalize details, payment and counts)
- Record and update all contacts into the Business Contact Manager and Outlook
- Mail requested information to prospective customers
- Telemarketing to new and established contacts
- Obtain Feast/Meal Information from clients and help coordinate any special entertainment needs
- Maintain Ticket Consignment database and assist in execution of consignment sales program

Internship can begin as early as spring semester, but we will also seek interns for summer and fall. Stipend provided during the internship, based on hours worked.

TO APPLY

Contact Jodi Peters, Group Sales Manager
Pennsylvania Renaissance Faire
Mount Hope Estate and Winery
2775 Lebanon Road
Manheim, PA 17545
jodi@parenfaire.com
Phone: 717-665-7021 x. 135



Graphic Design Internship Spring 2010 (March-May)

Candidate will become knowledgeable in the Graphic Design field, specifically in entertainment venues and festivals. Candidate must have some post-secondary education and be familiar with standard Graphics programs. By the end of the internship, candidate should expect to be proficient in:

- InDesign
- Photoshop
- Illustrator
- Advertising/Marketing
- Printer/Designer Relations
- Preparation for print
- Most aspects of an in-house Graphic Design department
- Candidate should also expect to gain multiple portfolio pieces by the end of the term

RESPONSIBILITIES MAY INCLUDE:

- Working closely with the Graphic Designer in all aspects of the department including, but not limited to:
 - Posters
 - Ads
 - Publication Design
 - Logos
 - File organization and prioritizing
 - Illustration
- Assisting the Marketing team during peak season with various jobs as necessary
- Creating ads for outside clients to place in our festival programs
- Updating previous graphics per the company's request

We also ask that the candidate be able to supply his or her own Apple laptop for the duration of the internship. Student must also be available to work on festival days for which a costume may be supplied.

TO APPLY

Contact Emily Acri, Graphic Designer
Pennsylvania Renaissance Faire
Mount Hope Estate and Winery
2775 Lebanon Road
Manheim, PA 17545
emily@parenfaire.com
Phone: 717-665-7021 x. 126



Sign Department Internship

Mount Hope Estate & Winery, located in Manheim Pa, is an entertainment facility that produces many venues from our Great Green America Fest, the Celtic Fling & Highland Games, The Great PA FlavorFest, to our main event, The Pennsylvania Renaissance Faire. It is the home of more than 150 individual shops and concessions that require creative and unique signage. We are looking for a sign shop intern. You will get the chance to work from the ground up with our team creating signage, murals, and the occasional set backdrop. We also work in 3D sculpted sign mediums, foam and carved wood.

The individual applying must have painting experience. Hand lettering experience is a plus, but not essential. Other signage techniques will be taught as needed. The job has a 40 hr. a week requirement.

The applicant must be able to work independently and productively without close supervision. In addition he/she must be able to manage multiple assignments and to work in co-operation with other staff members to promote teamwork in the production of decorative and directional signage made for all functions of the company.

TO APPLY

Contact Lorraine Sullo, Sign Shop Director & Production Designer
Pennsylvania Renaissance Faire
Mount Hope Estate and Winery
2775 Lebanon Road
Manheim, PA 17545
lorraine@parenfaire.com
Phone: 717-665-0751



Falconry Internship

The Pennsylvania Renaissance Faire is seeking a science major to serve, and learn, as an intern in the Falconry Program.

The candidate will work under Falconer and Assistants to provide support in the start-to-finish work of the birds in terms of care on show days and non-show days.

The candidate will need to be available during weekdays and some weekends. Working in costume may be required (costume will be provided). Intern will need ability to lift and carry weights up to thirty pounds. Transportation is a must to the festival site. Transportation to other sites, if any, will be provided.

RESPONSIBILITIES MAY INCLUDE:

- Understanding diet management of raptors
- Basic handling of raptors
- Understanding of basic training techniques
- Understanding of behavior
- Limited flying of birds
- Diet in the wild
- Origins of all birds
- Position in the eco system

The internship pays a stipend of \$100 per forty hour work, pro-rated for less hours worked. Once the internship is completed, the intern may then become an hourly-pay employee for the remainder of the Faire season, through the last weekend of October. Summer internships require a 40-hour week, with some weekend work during the Celtic Fling festival weekend in late June. Summer Internships will include performance days of Celtic Fling and possibly Sterling Renaissance Festival in Upstate New York **Internship will begin in late May 2010 and run through late August 2010.**

TO APPLY

Contact Ash Cary or Tom Roy
Pennsylvania Renaissance Faire
Mount Hope Estate and Winery
2775 Lebanon Road
Manheim, PA 17545
ash@parenfaire.com
tom@parenfaire.com
Phone: 717-665-7021 x. 127