



INTERNSHIP OPPORTUNITIES



The Broadway Green Alliance is an industry-wide initiative that educates, motivates and inspires the entire theater community and its patrons to adopt environmentally friendlier practices.

OVERVIEW:

Offered on a fall, spring, or summer semester basis, the BGA internship involves hands-on support promoting sustainable practices for the entire theatre community on Broadway and beyond. Interns will interact with industry professionals, carry out administrative duties, represent the BGA at local NYC events, and assist with other projects delegated by the Director and Program Manager. This paid position is currently a hybrid of remote and on-site in our Midtown Manhattan office with flexible work hours available.

All BGA staff and volunteers are expected to understand and embrace our mission statement and core principles, and share our commitment to justice and anti-racism in our operations and practices.

If you are passionate about the role that theatre can play in leading climate solutions and are interested in joining a small, friendly, and hard-working team at a critical moment for our planet, we'd love to hear from you.

RESPONSIBILITIES INCLUDE:

- Provide administrative support
 - Data collection and compilation
 - Organizing and staffing events including the bi-annual textile and e-waste collection drives
- Communications
 - Assisting in creation of publications and social media content
 - Assisting with social networking endeavors
 - Drafting external communications and newsletters

- Attend monthly Steering Committee meetings and take notes
- Assist managing the day-to-day of the recycling collections program
 - Provide knowledgeable insight to community members that come into the office with questions
 - Pack up and ship collected materials to recycling partners
 - Bring certain collected materials to drop-off locations around Midtown Manhattan, sometimes to be carried in large, wheeled hampers
 - Conduct outreach to community partners when collections exceed office capacity
 - Supervision of the BGA's Binder Project
- Facilitate stage door drop-offs and pickups for Broadway Green Captains
- Assist on other ad hoc projects and events

QUALIFICATIONS:

Our team is small and we like to have fun, but we take our work seriously and get things done. **We're looking for strong candidates who can:**

- **Embody the BGA's principles.** It is required that all team members commit to actively building a diverse, equitable, inclusive, and anti-racist community.
- **Communicate effectively.** Excellent written, verbal, and interpersonal communication skills are required.
- **Stay organized.** You are able to manage deadlines, are highly organized, and must be open to revolving responsibilities. Experience using Slack is preferred.
- **Take the initiative.** You are conscious of when to ask yourself, "Can I figure this out myself, or do I need the additional support?".
- **Lead with passion.** You have a love for theatre and a commitment to advocating for a just climate movement.
- **Be willing to learn.** You are open to learning new skills that might not be in your skillset already. You are eager to learn, practice, and use them.

Physical Ability: Primarily sedentary work. Requires ability to work at a computer. Ability to physically set up events and move recycling collections and event materials around the theatre district preferred, but not required.

COMPENSATION & SCHEDULING DETAILS:

- \$15/hour, 10 hours per week
- Generally flexible schedule to accommodate school and other jobs
- On-site availability needed on Wednesdays from 10-3 at our Midtown Manhattan office: 165 West 46th Street, Suite 616
- Available for school credit
- The internship is filled on a rolling basis with flexible start and end dates and roughly follows the academic calendar

TO APPLY:

Applications will be reviewed on a rolling basis. To apply, please email the following to jobs@broadwaygreen.com with "BGA Internship_Your Name" in the subject line.

- Resume (PDF format).
- If you are interested in receiving school credit: details regarding your institution's guidelines and requirements for internships.
- A cover letter that answers to the following questions:
 - What are you looking to get out of this internship?
 - What is something you learned from the BGA (during a webinar, reading a virtual resource, browsing social media, etc.) and how does it inspire your decision to work with us?
 - What are your top 3 skills that will make you stand out as the best candidate?

The BGA is proud to be an Equal Opportunity Employer and is committed to creating an equitable, inclusive, and accessible environment for all staff and members. We are dedicated to building a culturally diverse work environment—women, non-gender-binary/trans individuals, BIPOC (Black, Indigenous, and People of Color), individuals with disabilities, and other underrepresented groups are strongly encouraged to apply.

Application Process: Applications will be reviewed as they are received. All applicants will receive confirmation of receipt and will be notified if they are selected for an interview. There will be 1-2 rounds of interviews. The first interview will be conducted by Zoom with a potential second interview either conducted in-person at our Times Square office or remotely.

ABOUT THE ORGANIZATION:

The Broadway Green Alliance (BGA) is an industry-wide initiative that educates, motivates, and inspires the entire theatre community and its patrons to implement environmentally-friendlier practices.

The BGA, launched in 2008 in collaboration with the Natural Resources Defense Council, is an ad hoc committee of The Broadway League and a fiscal program of Broadway Cares/Equity Fights AIDS.

Core Principles:

- It is impossible to be 100% “green” - we can only be greener. Each of us can begin by doing something to benefit our environment today, no matter the size of the action.
- The climate crisis is the result of millions of decisions and it demands action - big and small - from each of us. Change results from the cumulative effect of our actions.
- Climate neutrality is insufficient. In order to lessen the damage caused by climate change and restore our climate to historically safe levels of atmospheric CO2, the BGA works to promote climate positive action and commitments.
- We must build an equitable and just climate movement and address the disproportionate effect of environmental degradation on poor and BIPOC communities. There is no climate justice without racial justice.

The Broadway Green Alliance (BGA) is an industry-wide initiative that educates, motivates, and inspires the entire theatre community and its patrons to implement environmentally friendlier practices on Broadway and beyond.

As a community of industry and environmental professionals connected by the shared goal of normalizing greening practices on Broadway and beyond, the BGA has successfully implemented significant sustainability reform at the forefront of the industry since its inception in 2008.

Visit www.broadwaygreen.com for more information.