

## Audience Development and Partnerships Summer Internship 2026



**Location:** New York City / Hybrid

**Time Commitment:** Part-time, approximately 10 hours/week; schedule may vary slightly around production needs and event dates

**Term:** June 1st 2026 - September 1st 2026

**Compensation:** Unpaid educational internship; academic credit eligible where applicable.

### Position Summary:

The Audience Development & Partnerships Intern will support Ted & Togo Productions' efforts to grow audiences, build community relationships, and increase visibility for upcoming live events. This role will assist with researching target audiences, identifying potential partners, supporting outreach to local organizations, vendors, schools, press, and community groups, and learning how audience development efforts contribute to engagement and ticketing strategy. The ideal candidate is organized, proactive, and excited by the opportunity to help a growing women-led production company connect with new audiences, strengthen partnerships, and bring more people into the room for original, music-driven storytelling.

### Primary Responsibilities:

- Assist in researching target audiences for upcoming Ted & Togo productions, including arts lovers, students, young professionals, music/theater communities, women-led arts groups, and local NYC audiences
- Help build and maintain outreach lists for schools, universities, arts organizations, community groups, newsletters, and local event calendars
- Support the development of audience outreach strategies for upcoming shows
- Learn how community outreach, discount codes, group sales research, and audience follow-up can support ticketing strategy
- Assist in researching potential local partners, including cafés, bookstores, restaurants, nonprofits, small businesses, cultural organizations, student groups, and community spaces
- Draft partner outreach emails and help maintain a partnership tracker

### Qualifications & Skill Requirements:

- Interested in live performance, music, theater, arts marketing, entertainment, or community events
- Curious about arts administration, publicity, marketing, sponsorship, partnerships, or event planning
- Strong at research, organization, and written communication
- Interested in learning how to draft outreach emails, press materials, newsletters, audience surveys, or media lists
- Comfortable communicating professionally with external partners, including student groups, community organizations, and local businesses
- Familiar with tools such as Google Workspace, Airtable, Canva, Mailchimp, Eventbrite, Instagram, or similar platforms
- Detail-oriented and able to maintain trackers, lists, and outreach documents
- Excited by the idea of helping a growing arts company build its audience from the ground up
- Proactive, curious, and willing to pitch ideas

Follow Us

[Ted & Togo Productions](#) | [Instagram](#) | [Facebook](#) | [LinkedIn](#)

- Comfortable working independently and remotely when needed

**Please note:** For in-person events, interns may be asked to follow current production, venue, and public health/safety guidelines.

### **Learning, Mentorship & Professional Development:**

This is an unpaid educational internship designed to provide hands-on experience, mentorship, and professional development within a growing independent production company. Interns will gain practical exposure to live event marketing, partnerships, audience development, and the behind-the-scenes magic of building original live performances.

- Regular mentorship and check-ins with Ted & Togo leadership
- Hands-on experience supporting real productions, campaigns, partnerships, and outreach efforts
- Resume and portfolio-building opportunities through tangible work samples
- Opportunities to attend select Ted & Togo events, rehearsals, and behind-the-scenes production moments
- Team coffee chats, lunches, and creative working sessions when schedules allow
- Guidance on professional communication, arts administration, partnership strategy, and creative entrepreneurship
- A supportive, collaborative environment where interns are encouraged to share ideas and take creative initiative
- Support for students seeking academic credit, where applicable

**Please note:** This internship is unpaid and intended for educational and professional development purposes. Interns should not expect compensation or guaranteed employment at the conclusion of the internship.

### **To Apply:**

Please submit your materials through our [job submission form](#). We will follow up if your background and interests align with the role and we would like to schedule a conversation.

In your cover letter, please share why you are interested in Ted & Togo Productions and what kind of audience, partnership, or community-building work excites you.

“Men apply for a job when they meet only 60 percent of the qualifications, but women apply only if they meet 100 percent of them” We want to dismantle this commonly quoted statistic. Even if you don’t check every box of our job description, we still want to consider you. You may be just what we need!

Ted & Togo Productions is an equal opportunity organization. We are committed to providing an environment with opportunity for all applicants regardless of race, color, religion, sex, pregnancy, national origin, citizenship status, age, physical or mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, or military and veteran status.

### **Questions:**

Email [tedandtogoproductions@gmail.com](mailto:tedandtogoproductions@gmail.com) and someone on our team will get back to you.