

# Pittsburgh CLO

## Gene Kelly Awards Coordinator

719 Liberty Avenue  
Pittsburgh, PA 15222  
[www.pittsburghclo.org](http://www.pittsburghclo.org)

*Since 1946, the Pittsburgh CLO has been the driving force behind live musical theater in Pittsburgh and the entire Southwestern Pennsylvania region. Pittsburgh CLO is a not-for-profit arts organization that appreciates the support of over 200,000 patrons each year. Its dedication to the musical theater art form extends beyond the summer season, with such programs as the CLO Academy, the CLO Mini Stars, the Gene Kelly Awards, the Construction Center for the Arts and the CLO Cabaret.*

### **Duties of intern:**

The Pittsburgh CLO Academy is offering an internship for a qualified candidate to coordinate the 2011 & 2012 Gene Kelly Awards This internship is a 2-year commitment:

**1st year** • Seeking a college sophomore or junior in the Pittsburgh area from January to mid-June 2011 • Work with second-year intern to coordinate the Gene Kelly Awards' show May 28, 2011 • Schedule: o January – April: part-time around school schedule o May: Full time o Mid June: Wrap-up • \$50/week honorarium for expenses

**2nd year** • Pre-requisite: Must have served as the 1st year intern during the year prior • Internship runs from January to mid-June 2012 • Mentor the first-year intern in preparation for the 2012 show • Schedule: o January – April: part-time around school schedule o May: Full time o Mid June: Wrap-up • \$100/week honorarium for expenses Responsibilities: • Serve as point person for all contacts involved in the show o Teachers and students from 30+ schools o 25-30 judges o Pittsburgh CLO office staff o 20+ presenters •Prepare and manage all documents for meetings •Collect school videos and arrange visual media for awards show •Organize and order all awards •Help manage and organize performers and guests backstage during show

### **Requirements and skills:**

Must be a current sophomore or junior

**Available Positions:** 1

**Compensation:** paid/academic credit

**Academic Background:** BMGT, SAEM

**Contact:** Michael Cerchiaro, Education Programs Manager

**Phone:** 412-281-2234 **fax:** 412-231-2232 **email:** [mcerchiaro@pittsburghclo.org](mailto:mcerchiaro@pittsburghclo.org)

**Application procedure:** e-mail or mail