



## SUMMER 2023 PROFESSIONAL TRAINING PROGRAM

### Concentration Descriptions –

- **Company Management/Business Management:** Interns will work with the Company Manager as an important link between departments. Duties may include: preparing travel initiatives and transporting artists, maintaining housing for each production, maintaining inventory of first aid kits and tools, and interfacing with Actors' Equity Association and other unions as needed, accounting, accounts payable, preparing contracts, building operations, budgeting and other daily aspects of running a non-profit theatre. Candidates should possess strong multi-tasking and problem-solving skills and have a basic knowledge of Microsoft Office Suite including Excel.
- **Costume/Wardrobe:** Interns will assist the Costume Designer with the execution of the costume design. They will interact with directors and actors to help the show run smoothly; be in charge of the wardrobe during shows; help pull, buy, and/or rent costume pieces and accessories; assist in fittings and alterations of costumes; and assist with costume construction, maintenance and other support. Costume Participants will be expected to run wardrobe for performances.
- **Education:** Interns will work alongside the Director of Education, assisting with the instruction of summer programming for our young actors and actresses. Additional duties may also include: creating and building curriculum for classes, providing assistance to the head teachers of each session, leading exercises and activities, administrative assistance with registration, providing communication to parents and families, substituting for classes if a head teacher is unable to teach, preparation of study guides and other educational materials, and keeping educational databases up to date. Applicants must be interested in pursuing a career in Theatre Education. Additionally, they should have some basic administrative experience, experience working with children, and strong performance arts training
- **Marketing:** Interns will work with the Director of Marketing and their team on designing printed and electronic materials for the upcoming season, writing and submitting press releases, helping to facilitate social media platforms, and participating in PR events and promotions. They will also work with the marketing committee to promote group sales and special events. Candidates should possess strong multi-tasking and problem-solving skills, and have a basic knowledge of Microsoft Office, including Excel. An interest in graphic design and knowledge of a graphic design program is a plus!

- **Technical Theatre:** Interns serve as assistants to the Production Manager and Technical Director, working on lighting, scenery, and sound for the summer production. They will work with the Master Electrician and the Master Carpenter in the execution of the designs. They will also take part in strike and load in and may also assist the sound designer with setting up and/or running sound for the performances. Knowledge of sound engineering and/or scenic painting would be a plus.
- **Stage Management:** Interns will work as an Assistant Stage Manager on the summer production alongside the Production Stage Manager during rehearsal and will also work closely with the actors and directors. Duties in rehearsal will include assisting with set up, help with generating paperwork, organizing props, keeping track of breaks, and assisting with recording blocking. The Assistant Stage Management Participant will also assist with running shows, change overs, load ins and load outs.
- **Development / Fundraising:** Interns will work with the Development Directors and the Executive Director on program advertisement sales, sponsorship solicitation, assisting with fundraising events, generating fundraising ideas, maintaining the donor database, grant writing, and grant research. Participants may be asked to attend offsite fundraising events and participate in fundraising committees. Box office work will also be expected. Candidates should possess strong multi-tasking and problem-solving skills and have a basic knowledge of Microsoft Office, including Excel.