

## **INTERNSHIPS AT ARTISTS REPERTORY THEATRE**

**Covid 19 Update:** Our summer internships will be offered remotely and the program will be adjusted to reflect the changing situation due to Covid 19. We will continue to update this page as we learn more.

**Program:** The Artists Rep Internship Program offers an exciting opportunity for undergraduate and graduate students to gain professional experience by working side-by-side with extraordinary artists, administrators and technicians. Part-time internships are available throughout the year. We also offer summer internships in some of our departments.

An internship at Artists Rep is a valuable bridge between your academic and professional careers. It enables you to meet and work with some of the best artists, craftspeople, and administrators in a creative and supportive environment. The relationships you build during your internship can lead to future employment, professional associations, and even life-long friendships. Because we want you to be involved in and exposed to theatre, you receive complimentary tickets to all Artists Rep performances as well as the opportunity for discounted tickets to ArtsHub and other area theatres. You may also receive college credits, as arranged by your college or university.

Applications for the Artists Rep Internship Program are accepted on a rolling basis.

### **TO APPLY**

To apply for an internship, please email a cover letter, resume and two references to [intern@artistsrep.org](mailto:intern@artistsrep.org) with the **department of focus in the subject line**. All internships are UNPAID and come with no guarantee of future employment.

	<b>Duration</b>	<b>Application Deadline</b>
<b>Summer</b>	Mid-June – Mid-August/September	May 20
<b>Entire Season</b>	Mid-September – Mid-June	August 1

### **Departments:**

- Artistic / Producing - **Not available for summer internships**
- New Play / Dramaturgy – **Not available for summer internships**
- Education
- Production Management
- Costumes/Properties
- Scenic & Technical Production
- Marketing & Audience Development
- Development & Audience Services

## **ARTISTIC / PRODUCING - Not available for summer internships**

### Activities:

- Provide administrative support to the artistic director, including responding to phone calls and emails, as directed.
- Assist in preparation for rehearsals and provide rehearsal room support
- Assist with auditions
- Maintain casting files
- Assist in preparation for staff and departmental meetings
- Assist in preparation for community & auxiliary programming (staged readings, etc.)
- Other duties, as necessary

### Requirements:

- Excellent communication skills
- Excellent analytical, writing and research skills
- Interest in directing

### Time Commitment:

- Monday – Friday
- 20 – 24 hours/week
- Some evening and weekend events
- There is some flexibility in scheduling

### Reports To:

- Artistic Director

## **NEW PLAY / DRAMATURGY - Not available for summer internships**

### Activities:

- Compile and update rehearsal scripts
- Solicit, catalogue, evaluate, and distribute new scripts
- Correspond with playwrights, theatres, literary agents, and play development programs
- Conduct dramaturgical research & writing
- Maintain the in-house library
- Other duties, as necessary

### Requirements:

- Excellent analytical, writing, and research skills
- Knowledge of dramatic literature and playwriting
- Interest in dramaturgy, new play development, and arts administration

### Time Commitment:

- Monday – Friday
- 20 – 24 hours/week
- Primarily weekdays, with evenings and weekends

### Reports To:

- Director of New Play Development & Dramaturgy

## **EDUCATION**

### Activities:

- Assist with special events, including pre and post performance events
- Provide support for organizing school programs
- Research and assist in drafting curriculum guides
- Update database of schools and teachers
- Conduct education research and assist in creating innovative programming
- Other duties, as necessary

### Requirements:

- Excellent analytical, writing, and research skills
- Interest in education

### Time Commitment:

- Monday – Friday
- 10 – 24 hours/week
- Primarily weekdays, with evenings and weekends

### Reports To:

- Director of Education

## **PRODUCTION MANAGEMENT**

### Activities:

- Work with the Production Manager to support the cast, crew, designers and directors of all productions, staged readings, and special events
- Work on the run crew of 2 – 4 mainstage productions
- Assist in the preparation for rehearsals
- Attend rehearsals and support rehearsal room
- Assist stage managers, as needed
- Attend Production Meetings
- Other duties, as necessary

### Requirements:

- Ability to be physically active and lift up to 40 lbs.
- Prior production experience in one or more of area of theatre production
- A flexible schedule (able to attend rehearsals and runs of 2 – 4 mainstage productions)
- An interest in production management, stage management, or technical production

### Time Commitment:

- Tuesday – Sunday
- 20 – 40 hours/week
  - o During Rehearsals – typically 10:00A – 6:00P
  - o During Show Run – typically 6:00P – 10:00P

### Reports To:

- Associate Producer
- Production Manager
- Stage Manager(s)

## **COSTUMES**

### Activities:

- Costume maintenance and construction
- Assist guest designers, as needed
- Other duties, as necessary

### Requirements:

- Practical knowledge of sewing equipment, materials, and clothing construction

### Time Commitment:

- Monday-Friday
- 10 – 20 hours/week
- Primarily weekdays, with some evenings and weekends

### Reports To:

- Costume Shop Manager

## **PROPERTIES**

### Activities:

- Research, locate, manufacture, or pull properties for productions
- Assist designers, as needed
- Other duties, as necessary

### Requirements:

- The ability to lift, push, or maneuver 50-70 lbs.
- Practical knowledge of crafting, materials, and construction is required

### Time Commitment:

- Monday-Friday
- 10 – 24 hours/week
- Primarily weekdays, with some evenings and weekends

### Reports To:

- Props Master

## **SCENIC & TECHNICAL PRODUCTION**

### Activities:

- Assist technical staff with construction, installation and strike of production designs.
- Assist designers, as needed
- Other duties, as necessary

### Requirements:

- The ability to lift, push, or maneuver 50-70 lbs.
- Practical knowledge of hand tools, power tools, painting, and construction is required
- An interest in set design, drafting, lighting design, or sound design.

### Time Commitment:

- Monday-Friday
- 10 – 24 hours per week
- Primarily weekdays, with some evenings and weekends

Reports To:

- Technical Director
- Associate Technical Director
- Master Carpenter
- Master Electrician

## **MARKETING & PUBLIC RELATIONS**

### Activities:

- Prepare press and advertisement archives
- Assist with group sales efforts
- Maintain contact lists
- Coordinate distribution of printed materials
- Assist with social media outreach
- Update patron data, as necessary
- Assist with box office projects
- Other duties, as necessary

### Requirements:

- Experience in writing and editing
- Experience with database management
- Preferred experience with Photoshop or other design programs

### Time Commitment:

- Monday-Friday
- 10 – 24 hours/week,
- Primarily weekdays, with some evenings and weekends.

### Reports to:

- Marketing Director
- Marketing Manager

## **DEVELOPMENT & AUDIENCE SERVICES**

### Activities:

- Attend and assist with Opening Night events
- Work benefits and special events
- Research and compile donor and grant information
- Maintain and update databases
- Align departmental records with the records in the database
- Write thank you letters
- Assist with mailings and other clerical projects
- Assist with volunteer database and volunteer program
- Other duties, as necessary

### Requirements:

- Ability to communicate effectively with different stakeholders: patrons, trustees, volunteers, staff, artists, etc.
- Preferred familiarity with databases

### Time Commitment:

- Monday-Friday
- 10 – 24 hours/week
- Primarily weekdays, with some evenings and weekends.

### Reports to:

- Development Director
- Audience Services Manager

