

# Internship Descriptions

**Performance** Internswill have the opportunity to work alongside professional actors in our productions of *A Midsummer Night’s Dream* and *Into the Woods*. They will have performance opportunities in both mainstage shows as well as daily performances in The Green Show. During their internship they will also be given opportunities to learn about the administrative and production aspects of theatre. Interns are full members of the cast and must attend all required rehearsals and all performances. Applicants must send in [an internship application](https://docs.google.com/document/d/1wM9XPhU9f8s-kMA064rNStITk3rbtWW1k8f7bYNjJ50/edit#heading=h.gjdgxs) as well as a video audition submission by March 10. Video submission must include a 1-minute Shakespeare monologue, 32 bar Sondheim song, and an example of any physical movement skills. If applicants play an instrument, please also include a sample with application. Please email Artistic Director Sean Harris at SHarris@playhousetheatregroup.org with an electronic H/R and cover letter as a supplement to your application.

**Business Administration/Finance** Interns will work on business related tasks such as accounting, accounts payable, contracts, managing volunteers, building operations, budgeting, and other daily aspects of running a non-profit theatre. Box office work will also be expected. Candidates should be able to work independently, possess strong multi-tasking and problem-solving skills, and have a basic knowledge of Microsoft Office, including Excel. [Application](https://docs.google.com/document/d/1wM9XPhU9f8s-kMA064rNStITk3rbtWW1k8f7bYNjJ50/edit#heading=h.gjdgxs)

**Company Management Internship**

CompanyManagementInterns 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. Candidates should possess strong multi-tasking and problem-solving skills and have a basic knowledge of Microsoft Office.  [Application](https://docs.google.com/document/d/1wM9XPhU9f8s-kMA064rNStITk3rbtWW1k8f7bYNjJ50/edit#heading=h.gjdgxs)

**Marketing Internship**

Marketing Interns will work with the Executive Director and P/R marketing associate 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. 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. An interest in graphic design and knowledge of a graphic design program is a plus. [Application](https://docs.google.com/document/d/1wM9XPhU9f8s-kMA064rNStITk3rbtWW1k8f7bYNjJ50/edit#heading=h.gjdgxs)

**Development / Fundraising Internship**

Development Interns will work with the Development Director 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. Interns 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.  [Application](https://docs.google.com/document/d/1wM9XPhU9f8s-kMA064rNStITk3rbtWW1k8f7bYNjJ50/edit#heading=h.gjdgxs)

**Literary Internship**

The Literary Interns’ duties include reviewing submissions of new scripts and writing evaluations, maintaining the script library, and assisting as a dramaturg. The Literary Intern will work alongside the Literary Director and Artistic Directors and will prepare packets of plays for the Readers’ Circle and maintain correspondence with readers. The Literary intern will also assist the artistic staff with the preparation of letters to playwrights and agents and writing supplemental material to support audience engagement. Literary Interns also support the theatre in secondary duties, which may include House Management or other Front of House responsibilities and facilitating panel presentations and talk backs. [Application](https://docs.google.com/document/d/1wM9XPhU9f8s-kMA064rNStITk3rbtWW1k8f7bYNjJ50/edit#heading=h.gjdgxs)

**Education Internship**

Education Interns will work alongside the Director of Education, assisting with the instruction of summer classes for children. Additional duties may also include helping to facilitate yearlong educational opportunities, publicizing next season's productions to teachers and schools, preparation of study guides and other educational materials, and keeping teacher and school databases up to date. Applicants should have some basic administrative experience, experience working with children, and strong theatre training [Application](https://docs.google.com/document/d/1wM9XPhU9f8s-kMA064rNStITk3rbtWW1k8f7bYNjJ50/edit#heading=h.gjdgxs)

**General Production Internship**

Production Interns serve as assistants to the Production Manager and Technical Director, working on lighting, scenery, and sound for the summer season. 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. [Application](https://docs.google.com/document/d/1wM9XPhU9f8s-kMA064rNStITk3rbtWW1k8f7bYNjJ50/edit#heading=h.gjdgxs)

**Stage Management Internship**

Stage Management Interns will work as an Assistant Stage Manager on the summer productions alongside the Production Stage Managers 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 Intern will also assist with running shows, change overs, load ins and load outs. [Application](https://docs.google.com/document/d/1wM9XPhU9f8s-kMA064rNStITk3rbtWW1k8f7bYNjJ50/edit#heading=h.gjdgxs)

**Costume Internship**

Costume 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; oversee 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 Interns will be expected to run wardrobe for performances. [Application](https://docs.google.com/document/d/1wM9XPhU9f8s-kMA064rNStITk3rbtWW1k8f7bYNjJ50/edit#heading=h.gjdgxs)