



## Internship Descriptions – 2019

### **ADMINISTRATIVE INTERNSHIPS**

#### **Business Office Internship**

The Business Office Intern will work with and be mentored by the General Manager and the Company Manager 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.

#### **Marketing Internship**

The Marketing Intern will work with and be mentored by the Director of Marketing and Public Relations on designing printed and electronic materials for the upcoming season, writing and submitting press releases, and participating in PR events and special promotions. He / she will also work with the marketing committee to promote group sales and special events, and will be asked to attend offsite marketing 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.

#### **Development / Fundraising Internship**

The Development Intern will work with and be mentored by the executive director on program advertisement sales, sponsorship solicitation, assisting with fundraising events, generating fundraising ideas, maintain the donor database, grant writing, and grant research. The intern 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.

#### **Literary Internship**

The Literary Intern will work with and be mentored by the Artistic Director and Literary Manager reviewing submissions of new scripts and writing evaluations, maintaining the script library, and assisting the dramaturg for THE SCOTTSBORO BOYS. The Literary Intern will prepare packets of plays for the volunteer Reader's Circle and correspondence with readers. The Literary intern

will also assist the artistic staff with the preparation of letters to playwrights and agents, and writing articles for the theatre blog. Literary interns also support the theatre in secondary duties, which may include House Management or other Front of House or run crew responsibilities.

### Education Internship

The Education Intern will work with and be mentored by the Director of Education and program directors to assist with the instruction of summer classes for children. He / she will also help facilitate yearlong educational opportunities by publicizing next season's shows to teachers and schools, and will keep teacher and school databases up to date. He / she will also assist in creating study guides and with planning and implementing educational outreach opportunities. Applicants should have some basic administrative experience, experience working with children, and strong theatre training.

## PRODUCTION INTERNSHIPS

### General Production Internship

The Production Intern will work with and be mentored by the production manager, working on lighting, scenery, and sound for the summer season. He / she will work with the master electrician to hang and focus lighting before a production, maintain a lighting inventory, read a light plot, and organize lighting instruments. Production interns will also work with the TD and designers in the execution of the set design, including set construction and assisting in scenic painting. They may also assist the sound designer with setting up and/or running sound for the performances. This position requires taking part in strike and load-in THE SCOTTSBORO BOYS and may assist with show running and maintenance.

### Stage Management Internship

The Stage Management Intern will work as the assistant stage manager for the summer show. He / she will work and be mentored by 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 Manager will help set up each performance and will lead run crew for THE SCOTTSBORO BOYS.

### Costume Internship

The Costume Intern will work with and be mentored by the professional costume designer with the execution of the costume design for THE SCOTTSBORO BOYS. He / she 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. The

costume intern will be expected to run wardrobe for performances and will serve as the costume shop manager for the summer.