



Children's Theatre Company Internships: Fall, Winter, and Spring

Children's Theatre Company (CTC) is committed to providing exceptional internship opportunities for the next generation of artists, educators and administrators. Through our program develop the tools you will need to move forward in your chosen field – observing, training, and collaborating with dedicated professionals at the largest children's theatre in America. Gain invaluable experience, build your resume, make connections, and have the option of earning college credits.

As a national leader in the field of theatre for young audiences, CTC is dedicated to creating an accessible, diverse and inclusive culture in our audiences, programs, staff, and board. We are actively recruiting and seeking volunteers, interns, artists, and staff from under-represented communities including, but not limited to, people of color, people with disabilities, and people from the LGBTQIAP+ community, recognizing the value and importance of reflecting the diversity of our community. We are also committed to providing a work environment that is free from discrimination. CTC prohibits discrimination in employment against any employee or job applicant because of that person's race, color, creed, religion, ancestry, sex, national origin, disability status, genetic information, age, sexual orientation, gender identity, gender expression, marital status, familial status, veteran status, status with regard to public assistance, membership in a local human rights commission or any other legally protected status.

TIME COMMITMENT

CTC offers short-term and long-term internships ranging from just a few weeks to an entire season broken out between the Fall/Winter/Spring and Summer. Please see individual internship postings for specific date requirements. It is recommended that persons interested in these positions apply anywhere from one to six months prior to their availability, depending on the specific internship for which they are applying.

COMPENSATION

CTC interns are compensated with complimentary tickets, professional development and networking opportunities such as staff meetings, meet-and-greets, artist hours, and more.

QUALIFICATIONS

CTC offers internships for college and graduate level students as well as early career professionals with a range of experience from very beginning to advanced skill level. Please see the individual internship descriptions for specific qualifications. Applicants must be at least 18 years old to be eligible. For Teen Opportunities, [click here](#).

FALL/WINTER/SPRING INTERNSHIPS OFFERED

Production Internships

Assistant Lighting Design
Costume Design
Costume Production
Directing
Music
Paint
Production Management
Scenery
Stage Management

Administrative & Education Internships

Education—Neighborhood Bridges
Education—Theatre Arts Training
Graphic Design

Rolling applications are accepted for most departments until positions are filled. Please see individual internship descriptions for qualifications and application requirements for all departments.

PRODUCTION INTERNSHIPS

Assistant Lighting Design

The Assistant Lighting Design (ALD) internship is geared for students and/or graduates who are aspiring to enter the profession of design (or assisting) and looking to deepen their experience by observing and participating in a production at a professional regional theatre. While at CTC, this intern will observe the work of the Lighting Supervisor and the production lighting designer through being at the tech table with the lighting designer during the tech process. Learning projects may include: tracking moving lights; follow spot cueing; focus charts during focus; plot and paperwork updates during load in and tech. CTC's Lighting Supervisor and Master Electrician will help guide and work with the ALD to improve upon communication, organizational, and software based skills.

Skill sets required for consideration: working knowledge of Vectorworks, Lightwright, and Excel. Lighting design or assistant lighting design experience preferred.

This internship is potentially available on all of our productions, and any one intern is not limited to just one production. The specific dates will be tied to each production's schedule and will begin about a week prior to tech and go through opening (3 week commitment).

Costume Production

Costume Production internships are available in the costume shop where the intern would observe and be mentored in basic and advanced costume construction methods by a professional staff of Cutter/Draper/Tailors and 1st Hands. In the Costume Crafts Department, the intern would observe and be mentored by a professional staff of Crafts Artisan/Milliners, a Painter/Dyer, and a Wig Master. The goal of this internship is to give young artists a sense of what it takes to get from the page to the stage. Learning projects may include: review of basic sewing techniques; pattern draping; drafting; fitting. In Crafts, additional projects in various techniques may include: millinery; jewelry making; shoe modification; fabric painting and dying. Opportunities to observe wig construction and maintenance may also be available.

An internship in the CTC Costume or Crafts Shop is for the person seriously considering a career in costume production/construction or costume crafts. For the Costume Production internships, you need to be a junior or senior undergraduate or graduate Costume Production or Design student or higher. Portfolio review required.

In order for the intern to have the optimum experience, the suggested time commitment is 40 hours a week. A stay for a whole season or a semester will allow the intern to be exposed to different designer approaches and resultant in varying construction techniques. Shorter stays are also negotiable. The Costume Shop work schedule is Monday through Friday, 8:30am – 5:00pm.

Costume Design

The goal of this internship is to give young designers a sense of what it takes to get from the page to the stage. Learning projects may include: organizing design bibles; swatches; assisting with shopping, ordering and tracking; keeping up with fittings notes and needs; helping to set up and take down fittings; attending dress rehearsals.

An internship in the CTC Costume Shop is for the person seriously considering a career in costume design. For the Costume Design internship, you need to be a graduate Costume Design student or higher. Portfolio review required.

In order for the intern to have the optimum experience, the suggested time commitment is 40 hours a week plus attendance at dress rehearsals outside of regular shop hours. A stay for a whole season or a semester will allow the intern to be exposed to different designer approaches and resultant varying construction techniques. Shorter stays are also negotiable. The Costume Shop work schedule is Monday through Friday, 8:30am – 5:00pm.

Directing

It is important to note that the experience of a directing intern is entirely dependent upon the process of the production's director; therefore, the nature of each internship may vary widely.

A directing internship is a professional learning experience for early career applicants with pertinent training and skills. In addition to the internship application and recommendations, an interview may be required (an in-person interview is preferred but a telephone interview may suffice). We are seeking those who are upper level undergraduates (junior or senior) or those who have already attained their undergraduate degree to apply.

Directing Interns begin their assignment on (or before) the first rehearsal date of the production and the suggested commitment then continues through the opening performance or understudy rehearsal (scheduled shortly after the official opening). The period of time may vary from about four weeks to two months, depending upon the production schedule. The rehearsal day is typically 8 to 10 hours a day, six days a week. Some days span a twelve-hour time period. Mondays are the customary day off.

Assignments are made on an on-going basis.

Dramaturgy/Literary

The Dramaturgy/Literary internship at CTC offers the opportunity to observe the field of new play development, literary management, dramaturgical research, script analysis, and production support. It also provides an opportunity to participate in myriad activities associated with the functioning of a dramaturgy/literary aspects of a professional theatre. The duties of each intern vary; learning projects may include: reading and evaluating new scripts; corresponding with playwrights, agents, and literary managers; conducting library and archival research; dramatic text analysis, editing and compiling different editions of a script; and observing new play development workshops and rehearsals.

The ideal candidate should have strong writing and communication skills, a strong background in literature (especially drama), and experience in research. Candidates should also have a special interest in the process of transforming a written play into theatrical productions. Word processing skills and basic computer competence are helpful. We are looking for someone who has attained their undergraduate degree and is expecting to pursue dramaturgy and/or new play development at the graduate or early-career level.

Candidates must be able to commit to 10-20 hours a week for 6-12 months.

Music

An internship in music would provide the opportunity to observe alongside the resident Music Director/Composer in rehearsals for the various productions at the Children's Theatre Company. Duties may include accompanying rehearsals on piano and helping to teach songs to actors. There is also opportunity to assist in recording sessions.

Intern should have at least a bachelor's degree in music and a sincere desire to spend countless hours in the rehearsal room. Useful skills would be music copying work on Finale or Sibelius. Knowledge of ProTools is a plus.

This music internship could take place anytime between August and June (inclusive). In order for the intern to have the optimum experience, the suggested time commitment is a minimum six weeks/one full rehearsal period.

Paint

The goal of an internship in Paint is to observe and paint alongside the Charge Artist and learn advanced techniques using a variety of materials. We have two paint shops, one with a 28' by 43' paint frame and the other with a 50' by 40' paint deck. Interns may have experience on both depending on the show requirements.

The intern must have prior experience in a theatre environment (e.g. college or community theatre) and an art background. Prior experience on drops is a plus but not necessary. Must have taken drawing classes and scenic art classes or must have extensive experience to make up for the lack of introductory training. Portfolio review required.

There is a single internship available per show build period. In order for the intern to have the optimum experience, the suggested minimum time commitment is 6 weeks at 32 hours a week during normal shop hours (Monday through Friday/7:30am – 4:00pm). This internship can be longer if the intern is interested

and this is strongly encouraged since more than one show will give a greater diversity in techniques. Show projects could consist of work with scrims, drops, translucencies, faux finishes, texturing, color mixing, and carving depending on the needs of the design.

Production Management

A production management intern will have the opportunity to observe alongside the production managers as they oversee all production departments in facilitating the realization of the director and designers' vision for each production. Learn about the day-to-day running of the production office, observe technical rehearsals, and attend production meetings.

Intern candidate should be strongly considering a career in management or administration. Coursework or experience in summer theatre setting highly desired.

Hours in the department are flexible depending on the time of season the intern is available. In order for the intern to have the optimum experience, the suggested time commitment is 40 hours a week for at least 2 months.

Scenery

The goal of an internship in the Scene Shop is to observe and learn theatrical scenery building skills, under the guidance of the Technical Director and alongside professional staff carpenters. Interns will learn how to use a variety of materials and tools during a typical build, load in and strike of a show. Interns may focus on carpentry, or on Technical Direction skills.

Basic scenery construction skills and prior experience in a professional or educational theatrical environment are prerequisites to acceptance into the internship program. For applicants interested in carpentry, one must be comfortable with basic woodworking and pneumatic tools. Welding skills are a plus but not required. For those interested in Technical Direction, drafting experience is a plus. Interning at CTC will help to develop these skills to the high quality level required in the professional theater. We are seeking those who are upper level undergraduates (junior or senior) or those who have already attained their undergraduate degree to apply.

Internships are potentially available at any time during our regular season, from early July through the end of April. In order for the intern to have the optimum experience, the suggested time commitment is between 20 and 40 hours a week. A stay for a semester or a whole season will allow the intern to be exposed to different scenic designs and resultant varying construction techniques. The Scene Shop work schedule is Monday through Friday, 7:00am – 3:30pm.

Stage Management

The Stage Management Intern experience at CTC is set up to give the intern an internal view of the rehearsal process of a professional regional theatre. The Stage Management Intern will observe the daily duties of CTC's stage management team: the setup of the rehearsal hall, both the overall and the daily production paperwork, the running of the rehearsals themselves, and the outside communication and collaboration with the designers and production staff. The intern also has a unique opportunity to look at how a director puts a show together—from the rehearsal process to production/design meetings to technical rehearsals to previews to opening night.

Intern candidates must have substantial previous stage management experience with a college, community, or professional theatre. Since the production schedule is intense and very strenuous, a strong commitment to a career in theater is necessary.

The stage management schedule is based on a six-day work week. Rehearsals can run from 11am to 9pm with a dinner break – times may vary depending on the cast and artistic team. Interns may work hours on either end of this schedule to do preparatory work. The internship takes place during the rehearsal period only and completes on opening night. Interns may be invited to stay and participate in understudy rehearsals post-opening. EMC points can be available for this internship.

ADMINISTRATIVE & EDUCATION INTERNSHIPS

Education—Neighborhood Bridges

As part of the Center for Innovation in Theatre Education, the Neighborhood Bridges program internships are designed for students who are interested in how storytelling, theatre, and creative writing are used to support students in becoming the storytellers of their own lives.

Candidates should have obtained their bachelor's degree or be currently enrolled in a theatre, education, or arts degree program. We seek enthusiastic and self-motivated individuals with strong abilities to build relationships with diverse communities. Working knowledge of theatre education and public schools are a plus.

Hours vary; availability for full school year is preferred. Neighborhood Bridges Interns must be able to travel to off-site meetings and programs.

Education—Theatre Arts Training

Theatre Arts Training offers academic-year classes for students Ages 2 – 18 and summer camps for Ages 4 – 18. Our classes range from beginning exploration to advanced training with an emphasis on process and skill development. As part of CTC's commitment to access, TAT's classes and camps are available to all students of all abilities.

The Theatre Arts Training Teaching Internship provides professional theatre teaching artist training for undergraduate and graduate students as well as early career educators. Through observations, mentor guidance, trainings, supervisor-feedback, and in-class practicums, interns gain experience in classroom-management, lesson-creation, and instruction for students Ages 2 – 18. Learning projects for the interns may include: classroom setup; leading classroom warm-ups and exercises; lesson planning; facilitating small group work; individual student support; fostering the overall success of classroom experience.

The ideal candidate will have a commitment to theatre and sincere interest in sharing this experience with young people. Strong communication skills, ability to function as a member of a team, adaptability, and creative problem-solving skills are essential. General knowledge of the theatre, youth development, educational process, and administration are preferred.

Our academic year program features classes in the fall (9 weeks), winter (9 weeks) and spring (6 weeks). Interns are welcome to join us for just one session, but for the greatest impact and rigor we highly recommend interning for two to three consecutive sessions.

2019 – 2020 Session Dates:

Fall: September 23 – November 23

Winter: January 21 – March 23

Spring: April 6 – May 16

Graphic Design

The Graphic Design Internship is for individuals interested in learning more about the process of ideating, creating, and overseeing the manufacture of compelling and thoughtful design and promotional materials for CTC. Interns work directly with designers who will be providing consistent feedback as ideas are developed. From day one, you will be part of the marketing/communications team, attending meetings, learning about the institution, and gaining exposure to all departments within CTC.

The ideal candidate is a critical thinker, creative, detail-oriented and hard-working individual, with a passion for graphic design and learning. Candidates must be Macintosh proficient in Adobe InDesign, Photoshop, and Illustrator software and have strong typographic and layout sense. Interest in arts, theatre, educational programs as well as current design and cultural sensitivities are strongly desired as is a working knowledge of web, social media, and digital platforms.

Graphic Design Interns receive a stipend and have a flexible schedule averaging 20 hours per week. The Graphic Design internship has flexible start and end dates.