



## Children's Theatre Company Internships: Summer

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](#).

### SUMMER INTERNSHIPS OFFERED

#### Production Internships

Assistant Choreographer  
Assistant Director  
Assistant Lighting Design  
Assistant Sound Board Operator  
Assistant Stage Management  
Costumes  
Electrics  
Properties  
Sound

#### Administrative & Education Internships

Development & Special Events  
Education: Theatre Arts Training  
Finance

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**

All summer production interns work on Theatre Arts Training's Pre-Professional Summer Intensives. These two audition-only, performance opportunities for Grades 5 – 12 are fully produced musicals staged on our Cargill Stage, a flexible, 300-seat space. The Summer Intensives are led by our professional teaching and production staff. Summer Production Interns have an intensive, hands-on experience and learn their craft by practicing alongside our staff of directors, designers, choreographers, production personnel, and union crew.

Theatre Arts Training Summer Intensive productions will be announced in January 2020.

### **Assistant Choreographer**

The Assistant Choreography Intern experience at CTC is designed to expose undergraduate, graduate, and early career dancers and choreographers to an internal view of the rehearsal process of a professional regional theatre with youth. The Assistant Choreographer Intern will attend all rehearsals, production meetings, performances, and strike. Learning projects may include: notating choreography; leading warm-ups; running and cleaning choreography; providing feedback to actors; creating combinations or choreographing specific numbers. The Assistant Choreographer Intern will help supervise students during lunches and breaks.

The ideal candidate will have several years dance experience and some dance/choreography experience at the college level or above. Experience with youth is preferred.

Depending on the assigned Summer Intensive, the time commitment for this internship ranges from late June to mid-August, Monday through Friday, culminating in a weekend of performances. This internship also requires one week working in a Theatre Arts Training summer camp classroom to become familiar with Theatre Arts Training policy, procedure, and working with youth.

### **Assistant Director**

The Assistant Director intern will attend all rehearsals, production meetings, performances, and strike. Learning projects may include: researching and preparing pre-rehearsal dramaturgy packets; running scenes; blocking scenes; giving notes; communication with stage manager and/or design team; facilitating student-led research projects; leading post-show discussions. The Assistant Director Intern will help supervise students during lunches and breaks.

The Assistant Director Intern experience at CTC is designed to expose undergraduate, graduate, and early career directors to an internal view of the rehearsal process of a professional regional theatre with youth. The ideal candidate will have experience directing at the college level or above. Experience with youth is preferred.

Depending on the assigned Summer Intensive, the time commitment for this internship ranges from late June to mid-August, Monday through Friday, culminating in a weekend of performances. This internship also requires one week working in a Theatre Arts Training summer camp classroom to become familiar with Theatre Arts Training policy, procedure, and working with youth.

### **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, and 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.

### **Assistant Sound Board Operator**

The Assistant Sound Board Operator internship is a chance to get deeply involved in all sound aspects of

the production from wireless microphones to speaker rigging.

We are looking for detail-oriented candidate with audio experience and enthusiasm for learning new skills in a professional environment. A successful candidate will have a solid understanding of analog and digital audio transmission and manipulation, acoustics and theatrical production. Experience with wireless mics, digital mixing consoles, QLab audio playback, ProTools editing and the ability to read music are a plus but not required.

### **Assistant Stage Management**

The Assistant Stage Management internship experience at CTC is set up to give the intern an internal view of the rehearsal process of a professional regional theatre. The Assistant Stage Management Intern will be a part of 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; 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 opening night.

The Assistant Stage Management Intern candidates must have previous stage management experience at a high school or college level.

Depending on the assigned Summer Intensive, the time commitment for this internship ranges from late June to mid-August, Monday through Friday, culminating in a weekend of performances. This internship also requires one week working in a Theatre Arts Training summer camp classroom to become familiar with Theatre Arts Training policy, procedure, and working with youth.

### **Costumes**

Summer Costume Interns have an intensive, hands-on experience and learn their craft by practicing side by side with our staff of directors, designers, choreographers, production personnel and union crew.

This internship will take place from early July to mid-August. The hours are flexible and will entail approximately 15-20 hours per week. The intern will collaborate closely with the director and the costume coordinator.

### **Electrics**

The Electrics internship is geared for students and/or graduates who have an interest or are aspiring to enter the profession of a theatrical electrician. This internship focuses on several areas within the field of being an electrician such as maintenance of gear, hanging a light plot, focusing lighting fixtures, programming a lighting console, and follow spot operation (if required by summer production). Learning projects under the guidance of staff and over-hire electricians may include: cleaning, tuning and repairing lighting fixtures (conventional and automated), dimmers, and consoles; the inspection and maintenance of truss and chain motors; the prep, load in and focus of the Theatre Arts Training Summer Intensive productions; programming an ETC lighting console and learning how to communicate with a lighting designer; operating a follow spot and taking cues from a stage manager.

Desired skill set: basic knowledge of safe electrical practices.

This internship would start in July and continue through the completion of the Theatre Arts Training Summer Intensives or maintenance (whichever occurs last). Calendar changes are possible, and there may be a slight break between the two focuses of the internship.

### **Properties**

The properties intern experience at CTC is set up to give the intern an internal view of the props process of a professional regional theatre. The properties intern will observe the daily duties of CTC's prop shop team: experience the development of the play from creating the prop list from the script; attend meetings with the directors and designers; pull props for rehearsal and research for information and images; attend production meetings and tech.

The properties internship will start at the beginning of July and run through the closing of the Theatre Arts Training Summer Intensive performances, mid-August.

## Sound

This intern would observe alongside our professional sound engineers during our maintenance period. Learning projects may include: the inspection and repair of sound equipment; the prep, load in and tech of the first show of our season.

Desired skill set: Basic knowledge of audio signal path.

This internship starts in July and continue through the fall load in.

## ADMINISTRATIVE & EDUCATION INTERNSHIPS

### Development & Special Events

The Development Internship is designed for individuals interested in learning more about the field of resource development, with a concentration on special events. The ideal candidate for the internship will have exceptional organization, communication and interpersonal skills. This internship runs from June through mid-September and is somewhat flexible.

Internship Activities:

- Assist with the coordination and implementation of the Curtain Call Ball—annual gala fundraiser—which will be held on Saturday, September 12, 2020 at Children’s Theatre Company. *Learning outcomes: event planning, communication skills, teamwork, problem solving, attention to detail, and time management.*
- Solicitation and acceptance of silent/live/online auction donations. This could include assistance with research, solicitation mailings, solicitation calls, entering donations into Auction Harmony (donation tracking software), and assisting the auction committees in the collection & presentation of the items. *Learning outcomes: fundraising strategies/implementation, communication skills, database management, organization, and interpersonal relations.*
- Input data, database clean-up and creation of reports for department. *Learning outcomes: database management and analysis*
- Serve on the Curtain Call Ball Committee, Auction Subcommittee, and the Communications Subcommittee. *Learning outcomes: communication, interpersonal relations, and leadership skills*
- Implement and execute a social media campaign in tandem with CTC's marketing department. *Learning outcomes: communication and writing skills, social media strategy, and marketing skills.*
- Other duties as assigned.

Requirements:

- Able to work 24 hours per week in June and July and 32 hours in August and September and attend the Curtain Call Ball Saturday, September 12, 2020
- Proficiency in Microsoft Word and Excel
- Strong organizational skills
- Excellent writing skills
- Good interpersonal communications skills
- Ability to work independently and as part of a team
- Willingness to learn
- Comfortable with social media, experience managing and marketing events on Facebook preferred but not required
- Prior event experience preferred but not required.

#### Travel and Expense Allowance:

To assist the intern with the costs associated with travel and other internship related expenses (e.g. appropriate event attire, as the event is black-tie/cocktail attire), CTC will provide a \$1,200 stipend for 16 weeks of service. If internship time extends past the original 16 weeks, the stipend amount will be raised appropriately. Limited time off will be granted if arranged at the start of internship. Sick time may be taken when appropriate.

#### **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, Summer Interns gain experience in classroom-management, lesson-creation, and instruction for students Ages 4 – 18.

Our Summer Program is 9 weeks of week-long camps where interns take a collaborative role in the classroom with our professional faculty. Learning projects may include: leading classroom warm-ups and exercises; facilitating small group work; individual student support; fostering the overall success of classroom experience; practicing independent leadership.

The ideal candidate will have a commitment to theatre and a 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, and educational process is preferred.

#### **Finance**

The Finance internship offers aspiring arts administrators or accountants the unique opportunity to work closely with the entire business office team at CTC. Observing every aspect of how a major arts organization functions financially, this intern will gain knowledge and skills applicable to a myriad of future careers.

Summer marks the end of our fiscal year, which is a crucial financial event for any organization. The finance intern will have the rare chance to learn about closing a fiscal year and the audit process by working alongside the Director of Finance during both of these events. The Finance Intern will have a special focus on budgeting setup and analysis. Aside from assisting the team with these special projects, the finance intern will experience the day to day operations of the business office. This includes, but is not limited to, organizing accounts payable paperwork, filing, assisting with check runs and office management. This internship is intended to be a hands on learning opportunity. The finance team will work alongside this intern to craft educational goals and work objectives that align with the intern's interests, strengths and major.

This internship is best filled by a candidate with an interest in arts administration, non-profit accounting, finance, and budget analysis.

An ideal internship candidate is available a minimum of 15 hours a week. Please note that this position requires sitting at a desk in front of a screen for multiple hours, bending and squatting and the ability to lift up to 25 pounds.