

INTERNSHIPS AT ARTISTS REPERTORY THEATRE

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 with the **department of focus in the subject line**. All internships are UNPAID and come with no guarantee of future employment.

	Duration	Application Deadline
Summer	Mid-June – Mid-September	May 15
Entire Season	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

