



*The Audrey Herman*

**Spotlighters**  
Theatre

## Internship Program

The Internship Program is designed to provide the INTERN with a wide variety of experiences in three areas of theatre operation. Three commitment periods of varying length are available.

### SINGLE PRODUCTION

- Great for High School students.
- Allows an INTERN to assist with an actual production from a technical standpoint. Stage Manager, Stage Crew, Wardrobe Assistant, or Tech Booth Operator.
- Length of involvement is five (5) to six (6) weeks depending upon the production.
- Involvement limited to Technical Theatre experience with one production.

### THREE MONTH/SUMMER PROGRAM

- Most often selected for the summer (May/June through July/August).
- Spotlighters will coordinate with school schedules for both college and high school students participating in a school required internship.
- INTERN may select various areas of interest from each Learning Area MENU.
- INTERN may select multiple Learning Options for their program.

The Three Month Program is also available during other months of the year for individuals that wish to intern other than during the summer months. The Schedule will coordinate with the theatre season and with individual production schedules.

### SIX MONTH PROGRAM

- Allows an INTERN the opportunity to gain experience in all aspects of theatre operation.
- The possibility of spending more time being spent in each Learning Area.
- Allows for the widest range of experiences. The INTERN will be involved in all three areas of theatre training.

## GENERAL INFORMATION

An INTERN may re-apply for a program or for a different program up to a total of twelve (12) months of internship.

The internship is a non-paid position. The hours worked will be negotiated dependent upon the tasks assigned to the INTERN during a particular production or campaign. Ten hours per week will be a minimum for any program.

The Internship Program will address training and offer experience in three significant areas of theatre.

- **TECHNICAL THEATRE**
- **PRODUCTION MANAGEMENT**
- **OPERATIONS/FRONT OF HOUSE**

Duties and tasks will be assigned to the INTERN to allow for varied opportunities in all areas. The INTERN may work in any or all of the three areas at the same time depending upon time restrictions. The INTERN may select particular topics of interest from each of the Learning Areas Menus.

## Program MENU - Learning Areas

Each Learning Area is broken into various categories. The INTERN will select from this menu of learning options within each area. The length of the internship and the amount of hours per week will determine how many menu selections will be accepted.

### TECHNICAL THEATRE MENU

#### Set Design - Set Building - Set Painting

Coordinate with Set Designer or Director on design, construction and painting of set for one production.

#### Assistant Technical Director

Assist Technical Director or Director in the coordination of volunteers for completion of Load-in and Build for one production.

Assist Lighting Designer or Director on Lighting Design, Light Hang and Focus, and Light Board Operation for at least one production.

Assist Sound Designer or Director on Sound Design, Sound Cue Placement, Sound Levels, and Sound Board Operation for at least one production.

Serve as Assistant Stage Manager (Stage Manager, if prior experience as ASM or SM)

#### Tool Shop and Paint Inventory and Control

Maintain tool shop in organized manner

Catalog and Inventory Paint supplies

#### Prop/Set Piece Inventory and Control

Maintain prop and set inventory. Make recommendations for pieces to be broken down or maintained as working set piece. Develop network with other theaters for sharing props and set pieces.

#### Wardrobe Inventory and Control

Maintain Costume Room and assist in developing catalog system for various "specialty" costumes. Develop network with other theaters for sharing costume pieces.

## PRODUCTION MANAGEMENT MENU

### Company Manager

Serve as Company Manager for one production.

Assist Director/Choreographer/Stage Manager with auditions, rehearsals and production.

Organize and manage non-performance related cast and company events (Opening Night party, Video orders, T-shirt design and orders, Strike party).

Create and Maintain Contact list of cast members and designers.

### Audience Service Manager

Serve as Audience Service Manager for one production.

Assist Front of House Manager with audience during one production.

### Marketing Assistant

Serve as Marketing/Publicity Assistant for one production.

Assist Director and others involved in creating Press Release and Press Kit for one production.

Assist in creating and managing special publicity events for one production.

## **OPERATIONS MENU - Theatre Management / Front of House**

Technical Manager (some of these duties are shared under Technical Theatre area)

Inventory of Tool Shop, Paint Shop, Props, Set Pieces and Wardrobe.

Coordinate reimbursement to designers and directors within budget guidelines.

Validate and coordinate receipts

Catalog new items and expenses

Green Room and Dressing Room maintenance for one production.

Front of House Assistant Manager

Box Office Operation on rotating schedule with Executive Director and other volunteers

Reservation Process and Ticket Control

Credit Card sales

Archive of previous shows and seasons

Data Entry for Marketing

Assist in Publicity Mailing, and in Marketing Plan.

Maintenance

Cleaning FOH/includes Bathrooms

Cleaning Theatre

Cleaning Green Room/Dressing Rooms

Trash Detail

Stocking Supplies and Concessions

Special Projects

## APPLICATION PROCESS

Applying for an internship at SPOTLIGHTERS, is a very simple process.

Mail, Fax or E-mail your resume to

FUZZ Roark, Executive Director  
Spotlighters Theatre  
817 St Paul Street  
Baltimore, MD 21202

FAX: 410-366-5434

Email: [FUZZ@spotlighters.org](mailto:FUZZ@spotlighters.org)

Include a **cover letter** outlining your theatre interests and desired learning areas. Attach any letters of recommendation from teachers or instructors, or theatre/production designers.

If this a academic required internship, please include the name and contact information of the school sponsor and also the school requirement for the internship program (See High School Internship Requirements Form). Include the length of program in which you are interested, and the number of hours that you expect to be working.

If you are applying for a single production internship, indicate either the dates that you are available or the name of the in which you wish to intern.

A discussion meeting will be held with the applicant, the Executive Director and any directors involved in a Production Internship to finalize the internship and confirm the start dates and expectations of the internship.

If you are a high school student and/or under 18 years of age, please have your legal guardian complete the **Consent Form/Internship Authorization**. If you are pursuing this internship as part of a school program, please complete the section entitled: **High School Internship Requirements**.

# Consent Form/Internship Authorization

## Guardian Consent

Name: \_\_\_\_\_

(Person seeking Internship)

Legal Guardian's Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Contact Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Best time to contact: \_\_\_\_\_

Emergency Contact Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

I have read the INTERNSHIP Program materials provided. I am aware that I may ask questions regarding the production and the learning activities in which the applicant will be involved at any time throughout the process. I am encouraged to accompany the applicant to the theatre for the initial interview and will be allowed time to make inquiry of the Executive Director, Production Director and other designers involved at that time also.

By my signature below, I consent to the applicant being involved in the production discussed.

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date

## High School Internship Requirements

If this internship is a requirement of a High School academic program or for any academic credit, please have the instructor responsible for this program complete the following:

Name of School: \_\_\_\_\_

School Mailing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Instructor's Telephone/Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Please indicate (or attach) specific goals or learning areas that are required or suggested for this student's internship program. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If there are specific hour requirements, please indicate: \_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date