

# TheatreWorks

S I L I C O N V A L L E Y

## **COMPANY MANAGEMENT INTERNSHIP**

TheatreWorks' Company Manager serves as the main contact between theatre artists and the company's staff. This communication is particularly important for theatre artists visiting from outside of the SF Bay Area. The Company Management intern will work closely with the Company Manager on a variety of tasks during our busy summer, focusing largely on the work around and during the annual New Works Festival.

### **Responsibilities may include**

- Organizing and executing pickups of out of town playwrights and other artists from the airport to their local housing.
- Arranging travel for visiting artists
- Assisting with union and non-union artist contracts
- Assisting visiting artists with their accommodations

### **Experience/Background/Skills**

- Excellent communication skills
- Detail oriented and strong ability to multitask
- Self-starter who can work independently
- Flexibility to work in fast paced environment
- Outgoing and comfortable with meeting new people
- Valid driver's license with use of a car

### **Dates/Hours**

June through August. Although most work will be during normal business hours between 9am–5pm, as we get closer to the New Works Festival, schedule flexibility is a necessity as the Festival's needs come at all hours of the day.

## **COSTUME CONSTRUCTION INTERNSHIP**

Interns work alongside professional stitchers, cutter/drapers, and craftspeople in creating and building costumes for TheatreWorks' mainstage productions. Interns begin with simple support projects; as they exhibit mastery in quality and speed, they're offered greater challenges. In all cases, mentors assist with support and instruction as needed. The number of costume construction internships available varies from one to four per season, depending on production needs. Recommended for students interested in costume construction careers in stage or film, or men's/women's fashion.

### **Experience/Background**

- College or continuing education classes in theatre costume design and construction and/or fashion
- Sewing experience of some kind—home economics, costume shop, fabric store class training on how to use a sewing machine, how to use a commercial pattern, how to construct a completely finished garment, how to do basic alterations
- Classes in fashion/costume history, art history, theatre history is a plus
- Work experience as a seamstress or costumer is very desirable

### **Skills**

- Knowledge of sewing with a domestic sewing machine; experience or willingness to learn sewing with industrial machines and sergers
- Excellent organizational skills
- Dependable self-starter
- Quick learner, able to work independently
- Knowledge of industrial sewing machines, sergers, patterning a plus
- Specialty skills like tailoring, millinery, dyeing very desirable
- Flexible—Interns are expected to pitch in when needed on a wide variety of projects, sometimes outside the scope of their standard workload

### **Dates/Hours**

Hours will usually be within regular shop hours (Mon-Fri 10am-6pm) but will include some evenings and weekends during tech weeks. Internships are best built around specific show production schedules; contact Jill Bowers at (650)463-7142 or [jill@theatreworks.org](mailto:jill@theatreworks.org) for possible opportunities.

## **COSTUME RENTALS MANAGEMENT INTERNSHIP**

This internship is recommended for students of costume design, art history, fashion history, and business management. TheatreWorks maintains a costume collection of approximately 50,000+ garments, hats and shoes. The costumes are made available to local theatre companies, film companies and schools for use in their productions. A costume design project will be built into the schedule and offers an opportunity to walk through the design process, practice presentation skills, and build a portfolio.

### **Responsibilities may include**

- Assisting TheatreWorks staff with maintenance and organization of stock
- Assisting visiting costume designers and co-op members in finding, selecting, and pulling costumes
- Ascertaining measurements, style, period, and other classifying factors for identifying garments
- Label costumes for inclusion in the collection
- - Assist with rental check-in/check-out including some bookkeeping tasks

### **Skills**

- Excellent organizational skills
- Familiarity with MS Word and Excel
- Able to work independently
- Physical strength and stamina—the collection is maintained in a warehouse setting, with multiple tiers of costumes
- Flexible/good attitude—intern is expected to pitch in when needed on a wide variety of projects

### **Special Issues**

The costume warehouse is an open warehouse environment. Must be physically fit and able to climb rolling staircase ladders. There is some dust. Warehouse environment is not heated or air-conditioned but is reasonably comfortable. The stockroom is adjacent to the costume shop, the rehearsal hall and the green room. Dress code is casual (jeans & t-shirts ok); clothing should be appropriate to the type of work performed keeping safety, comfort, and professional appearance in mind. Flat, closed-toe and closed-heel footwear are required for safety reasons.

### **Dates/Hours**

Hours are flexible and by arrangement with the Costume Rentals Manager, generally during normal rental appointment hours: Tuesday through Thursday, 10am-5pm. We require a time commitment minimum of 16 hours per week over an 8 week span. Internships in this department are available year-round. Please call Conni Edwards at (650)463-7143 or email [costumerentals@theatreworks.org](mailto:costumerentals@theatreworks.org) to coordinate.

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## DEVELOPMENT INTERNSHIP

Development interns experience valuable, hands-on insight into the structure and management of a large, nonprofit arts organization. TheatreWorks' Development Department generates approximately \$3 million in contributed income from more than three thousand donors annually.

Development Interns report to the Director of Development and work closely with the Associate Director of Donor Relations and the Grants & Communication Manager. Interns are celebrated as integral team members; therefore, they are included in departmental meetings, strategy sessions, and donor events.

This internship is recommended for those interested in management, nonprofit development careers, and theatre development.

### Responsibilities may include

- Supporting a 5-person development staff with special events, donor cultivation, stewardship, and overall fundraising
- Supporting general communications with donors, volunteers, and vendors
- Researching and writing donor newsletters, annual reports, and other related publications
- Researching institutional and individual resources
- Partnering with special events manager on select projects
- Maintaining up-to-date inventories for printed material and event supplies
- Maintaining photo archives and scrapbooks of development events
- Maintaining institutional and individual donor records, including data management in Tessitura database

### Skills

A creative eye, excellent communication skills (writing, phone, and event presentation), personal presentation, detail orientation, impeccable interpersonal skills, service-minded orientation, computer savvy in Microsoft Office and Tessitura (not required), experience in theatre arts a major plus

### Dates/Hours

Summer interns work full time and for a minimum of 6 weeks. Average schedule is 30 hours weekdays and 10 hours evenings/weekends at the events. Fall/Winter/Spring interns may work part time if desired for a minimum of 12 weeks. Average schedule is 16-20 hours per week plus 10 hours evenings/weekends at the events. Specific scheduling is arranged with the Director of Development.

### Applicant should submit

- Application Form
- Cover letter
- Resume
- Letter of recommendation

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## EDUCATION INTERNSHIP

TheatreWorks is proud of its broad-ranging community engagement activities. The department boasts dynamic in school programs including artist residencies, student matinees, Oskar touring assemblies, and more. Community Engagement provides support programming in local hospitals and audience enrichment events. This summer, an education intern will work at our Summer Camps for elementary-aged students, mentored by professional teaching artists. Recommended for students interested in student and/or arts education.

A minimum of 25-30 hours a week will be required of the selected candidate, including some weekend and after hour commitments. Two years of college experience in theatre, education, or arts-management is a must. Candidate will work closely with professional teaching artists in the areas of musical theatre, acting, dance, stagecraft, and playwriting to stage an original 10-minute piece reacted by the students for a presentation for parents and peers. Required to be present for first and last day of each camp session, and as much as possible during the rest of the summer. Additionally, the ideal candidate would support the general Education Department with administrative duties before, during, and after camp. These duties include data entry, phone calls, supply shipment, and other office tasks that might arise. Internship would last from mid-June to early August, with start and end dates negotiable the Education Department.

### **Experience/Background/Skills**

- One year of class work in theatre arts or equivalent experience
- Dependable and committed
- Excellent problem-solving skills
- Flexible/good attitude—intern is expected to pitch in when needed on a wide variety of projects
- Experience working with children and teenagers a plus
- Experience in stage management and technical skills a plus

### **Dates/Hours**

Hours and dates are by arrangement with department supervisor.

## **ELECTRICS/LIGHTING INTERNSHIP**

TheatreWorks mounts eight mainstage productions each season and a New Works Festival. Electrics/Lighting internships are available for most projects. Electrics/Lighting interns are able to work on projects throughout the season, but a majority of their commitments revolve around the preparation and installation of the productions. Interns will work closely with the Master Electrician to prep a show in all aspects. They have more direct contact with the production process than other interns. Recommended for students who are considering production careers. Please note that design internships are not offered.

### **Responsibilities**

- Prep of color, light plot, and related paperwork
- Attending production meetings
- Participating in hang and focus
- General maintenance of lighting equipment
- Attending a portion of technical rehearsals
- Running errands in support of the tech rehearsal process

### **Skills**

- Ability to read a light plot
- Hands-on experience hanging and focusing
- Experience programming a console preferred, but not necessary
- Familiarity with LightWright preferred, but not necessary
- Exceptional organizational skills
- Ability to multi-task under pressure

### **Dates/Hours**

Hours and dates are by arrangement with department supervisor.

## **LITERARY & RESEARCH DRAMATURGY INTERNSHIP**

The Literary & Research Dramaturgy Intern will assemble research materials for upcoming productions: history, imagery, geography, glossary of terms and definitions, and social and cultural issues of the time, and other show-specific information to enrich the production. Other writing assignments may become available. This internship may also involve logging and evaluating scripts for the Artistic staff, and the potential to work on projects related to the New Works Festival. Recommended for students with a strong interest in research and history. This internship requires a minimum time commitment of 15–20 hours a week.

### **Skills**

- Excellent research skills
- Strong writing skills
- Extremely detail oriented
- Competent in Microsoft Office
- Self-starter, pitch-in attitude, background in theatre arts a must

### **Dates/Hours**

Hours and dates are by arrangement with department supervisor. Some work can take place off-site.

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## PROPS INTERNSHIP

The TheatreWorks Props Department is responsible for building, buying, and borrowing theatrical properties for eight mainstage shows per year. In addition, we provide props for the New Works Festival and Education Department productions, maintain a very large props inventory, and manage rentals to professional, community, and academic productions throughout the Bay Area. A professional props artisan is expected to know carpentry, metalworking, soft goods construction, mold making, upholstery, and painting; they need to be able to find anything, fix anything, research anything, and improvise solutions to improbable issues on the fly. The Properties Intern will participate in all of the department's activities and is strongly encouraged to set personal goals in an area where they need the most instruction and experience. The Props Department Staff is happy to share knowledge and skills with candidates who are smart, committed, focused, flexible, and tough; willingness to learn and a good sense of humor are absolute requirements.

### **Responsibilities may include**

- Building hand props and furnishings
- Prototyping unusual props, problem solving
- Communicating with designers, directors, actors, and stage management
- Pulling and shopping for props
- Maintenance and organization of prop stock

### **Skills**

- Experience with theatre production or fine arts/sculpture
- Building with hand and power tools, sewing, painting, computer graphics, any type of crafting
- Must be able to lift 25-50 pounds

### **Dates/Hours**

Hours and dates are by arrangement with department supervisor.

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## **SPECIAL EVENTS INTERNSHIP**

TheatreWorks special events include major fundraisers, Opening Night festivities, the annual Season Release party, cultivation activities, and donor celebrations. Larger events, such as our annual fundraising gala, require months of preparation and logistical support. Others can be small receptions for 20 VIPs in the theatre balcony before the show. Combined, we produce more than 50 unique events annually. As one of the largest professional, nonprofit theatre in Silicon Valley, our events reach nearly 100,000 people per year and span dozens of spaces across the Bay.

Interns are included in departmental meetings and strategy sessions. This internship is recommended for those interested in event planning in any business sector, and for development, fundraising, and project management in the nonprofit arts.

### **Responsibilities**

The special events intern will support the Events Manager and a five person Development staff through event-based donor cultivation, stewardship, and fundraising for events such as Inner Circle Prospect Dinners, Corporate and Board Receptions, and our fundraising galas. The intern will also support marketing-related events including Opening Night Parties and the Season Release Celebration. Tasks may include, but are not limited to:

- Mailings: Write copy for invitations, edit proofs, track and coordinate print procedures
- Track and process RSVPs
- Maintain up-to-date inventories for printed material and event supplies
- Communication with vendors, hosts, volunteers, and venue staff
- Serve as an onsite contact and coordinator for board receptions, opening night, etc.
- Upkeep of event files and Tessitura database
- Transfer of event materials between event site and storage space
- Maintain storage inventory

### **Skills**

A creative eye, excellent communication skills (writing, phone, and event presentation), detail orientation, ability to work effectively with volunteers, service-minded orientation, computer savvy in Microsoft Office and Tessitura (not required), experience in theatre arts preferred.

### **Dates/Hours**

Summer interns work full time and for a minimum of 6 weeks. Average schedule is 30 hours week-days and 10 hours evenings/weekends at the events. Fall/Winter/Spring interns may work part time if desired for a minimum of 12 weeks. Average schedule is 16-20 hours per week plus 10 hours evenings/weekends at the events. Specific scheduling is arranged with the Special Events Manager.

### **Applicant should submit:**

- Application Form
- Cover letter
- Resume
- Letter of recommendation

## STAGE MANAGEMENT INTERNSHIP

TheatreWorks mounts eight stage productions each season and a New Works Festival. Stage Management internships are available for most projects. Interns must be available full time—nights, evenings, and weekends—during the rehearsal process. Stage management interns are not generally able to avail themselves of many of the enrichment activities due to the robust rehearsal schedules, but have more direct contact with the production process than other interns. Many Stage Management interns will choose to work in props or administration for some weeks prior to commencement of rehearsals to gain a broader perspective of the company. Recommended for students who are seriously considering stage management careers.

### **Responsibilities may include**

- Assisting with daily set up of rehearsal space, and in maintaining a clean, productive work environment
- Communicating with artists and staff
- Running errands in support of the rehearsal process or personnel
- Assisting Stage Manager with costume flow charts, scene breakdown tables, etc.
- Photocopying and distributing script and/or rehearsal updates
- Taking and/or transcribing rehearsal notes
- Assisting in producing daily rehearsal reports
- Interns should consider their evening transportation plans, as their commitment may involve late evenings

### **Experience/Background**

- Stage management experience at the college level or equivalent
- Exceptional organizational skills required
- Ability to multi-task under pressure
- Interpersonal communications skills
- Competence with Microsoft Office a plus
- Background in music and/or dance a plus

### **Dates/Hours**

Hours and dates are by arrangement with the department supervisor, including some pre-production meetings and preparations; most internships run five to six weeks in length.