

ARTISTIC (COMPANY MANAGEMENT) INTERNSHIP

The TheatreWorks Artistic Internship is an opportunity to learn about the day to day operations of an artistic department, particularly in regard to our New Works Festival. Our artistic interns support the preparation and execution of the festival, which is our biggest new play development program. While all artistic interns are involved in the New Works Festival, the company management emphasis will include opportunities to work closely with and learn the role of the company manager. The artistic (company management) intern will assist the Company Manager on a variety of tasks during our busy summer, and will serve as a key contact between the artists and the company's staff.

Our New Works Festival is an exciting and fast paced environment. The company will be buzzing with writers, actors, directors, and stage managers from all over! This means that interns will be relied on to adapt to the unanticipated needs of the group at large as they arise. It also means that there will be opportunities for interns to connect with local and non local artists, and to witness their development processes. Additional benefits of the artistic internship include: an open door rehearsal policy and "Rehearsal Hours" - designated time for interns to sit in on the rehearsal room if they so please, "Brown Bag Lunches" - Q and A's with TheatreWorks staff members, where interns can learn about professional career paths, tickets to current TheatreWorks shows, and the opportunity to sit in on mainstage auditions. All work related travel requests will be reimbursed.

Artistic responsibilities may include:

- Creating schedules, contact sheets, and other documents for the festival
- Appointed as a point person for a specific creative team
- Assisting with artist's hospitality and travel, including from the airport to their local housing
- Creating artist headshot boards
- Collecting headshots and biographies from artists
- Assisting with the planning and execution of festival events
- Distribution and collection of performance feedback forms
- Problem solving various needs that arise on a daily basis

Company Management responsibilities may include:

- Managing travel/ accommodation of actors and creatives, including from the airport to their local housing
- Creating travel support documents
- Assisting with union and non-union contracts
- Generally supporting the needs of the company manager

Experience/Background/Skills:

- Excellent written and verbal communication skills
- Detail oriented and strong ability to multitask

- Self-starter who can work independently
- Flexible and adaptable in a fast paced environment
- Comfortable with meeting and engaging with new people
- Strong Microsoft/ Excel/ Google Docs skills
- Interest in any of the following: company management/ arts administration/ art management/ theatre
- Ability to lift 25 lbs
- All artistic interns will need a valid driver's license and a car they can use (exceptions on a case by case basis).

Dates/Hours:

June through August. In the weeks before and after the festival, hours will be part time, generally 12pm-5pm, 3 days a week. For 3 weeks (including the festival run), hours will be full time. Although schedules will still generally fall between normal 9am-5pm business hours, there will be days that could require work as early as 9am and as late as 9pm. During the 2 week festival run, interns can expect to work on weekends, no more than 6 days a week. Schedule flexibility will be necessary during this time.