

## ARTISTIC (NEW WORKS) 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. The Artistic (New Works) Intern will play a key role in maintaining fluidity as a point person for all things New Works. The New Works intern serves alongside the FutureWorks Fellow in supporting the Director of the New Works Festival and will work with them to execute festival events, schedules, to assist creative teams, and maintain communication.

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.

The New Works Festival Intern engages in all artistic responsibilities, as well as serving as a point person for the FutureWorks Fellow and Director of New Works. 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
- 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
- Creating artist headshot boards
- Involvement in New Works Festival Party planning

Experience/Background/Skills:

- Excellent written and verbal communication skills
- Detail oriented and strong ability to multitask
- Ability to take initiative and 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: arts administration/ new play development/ event planning/ theatre
- 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.