

JOB DESCRIPTION: INTERN

The job of the Intern shall be to assist in the implementation of a program of theatre for young audiences. Duties may include (but not be limited to) rehearsals, touring, performing, stage management, teaching classes and workshops, costume and scenery construction, publicity, box office, and general office work.

COMPANY POLICY: INTERN

1. Interns report directly to the Production Stage Manager (PSM) who is responsible for the efficient operation of all acting companies, including policy enforcement.
2. Interns are expected to be on time for all calls.
3. Interns publicly represent the producer in a variety of venues and are expected to conduct themselves in a professional manner at all times.
4. Interns may not undertake outside work while under contract with the Producer with the exception of career enhancing positions that are approved in writing by the PSM. Requests for such positions must be submitted in writing to the PSM.
5. The Producer understands the need to secure employment upon leaving LCT and will make every effort to work with Interns who have auditions and/or early rehearsals for summer employment. All such request must be submitted in writing to the PSM. However, the primary concern of the Producer is to maintain the quality of our product.

SCHEDULE

1. When possible the intern company schedule will be set at least one week in advance. When circumstances require an unexpected change the Company will attempt to give the Interns at least 12 hours notice.
2. One full day of rest must be included in each week. Day off varies week to week depending on schedule.
3. Sick days and family leave days are subject to approval by Production Stage Manager to a maximum of 5 per contract period.

TRAVEL POLICY

1. When a personal vehicle must be used for business travel outside Fayette County, employees will be reimbursed at the prevailing mileage rate established by LCT. All such use must be approved by the PSM. No reimbursement will be made for travel within Fayette County.
2. Overnight travel is limited to trips approved in advance by the Producing Director. When such travel is required, housing will be provided by the theater and arranged by the PSM.
3. When an employee must be out of the Lexington area for extended periods, travel arrangements will be made by the PSM or General Manager with priority given to safety. Care should be taken to avoid extended travel time after 9 PM. Under no circumstances should the company travel after Midnight. If return to Lexington requires travel that extends a work day beyond twelve hours, the company should stay overnight.
4. When an employee must be out of the Lexington area for extended periods meal allowances (per diem) will be distributed or reimbursed according to the following schedule.

Breakfast	Depart prior to 7 am
Lunch	Depart prior to 11:30 AM or return after 1 PM.
Dinner	Depart prior to 5:30 PM or return after 6:30 PM.

PLEASE NOTE: A weekly average may be substituted at the discretion of the PSM.

EXIT INTERVIEW

At the end of each internship with LCT an exit interview must be conducted at which time all keys and company property are returned.

EXCEPTIONS

The producer will make every effort to adhere to the above stated policies, but as with all polices periodic exceptions must be made.