

ARTS ADMINISTRATION INTERNS

**2 TWELVE MONTH CONTRACTS —
MAY TO MAY — OR —
AUGUST TO AUGUST**

Arts Administration interns overlap contracts to maintain continuity of programming. Both positions are immersed in all aspects of sales, marketing, graphic design, development, special events, audience development, and audience services. Candidates share responsibilities in reception/box office that focus on marketing, front of house and box office. Interns are assigned substantial projects working closely with sales, marketing and development staff to provide audience development and funding for the artistic and educational programs of the theatre. Knowledge of Microsoft Word and Excel is mandatory. Experience with Adobe Photoshop, In Design and graphic design helpful, but not required.

ADDITIONAL MATERIALS:

Three print/media designs and two writing samples

STAGE MANAGEMENT INTERN

**1 TWELVE MONTH CONTRACT —
MAY OR AUGUST START**

Intern assists Production Stage Manager and Resident Stage Manager with all stage management duties for our eleven-show professional season, as well as company and tour management responsibilities involved in the day-to-day operation of the theatre. The intern solo-stage manages three to five shows with a mixture of professional and student actors. Our production department values artists who are creative problem solvers with positive attitudes. A demonstrated interest in working with young people necessary.

ADDITIONAL MATERIALS: Samples of production paperwork, prompt book sample, an SM related writing sample such as meeting notes, and examples of past written correspondence with actors, directors.

COSTUME TECHNOLOGY INTERNS

**2 TWELVE MONTH CONTRACTS —
MAY TO MAY**

Interns assist Costume Shop Manager in all aspects of costume production for a busy eleven show season. Primary responsibilities may include tasks in cutting/draping, stitching, costume crafts, wardrobe, maintenance, hair & make-up (including wigs) and assistance

in shop management. Applicants should be hard-working, self-motivated, independent, and focused during overlapping costume builds. Design opportunities available for experienced candidates. Our costume shop values artists who are creative problem solvers with positive attitudes.

ADDITIONAL MATERIALS: Five construction images with renderings for comparison

PRODUCTION INTERNS

**3 TWELVE MONTH CONTRACTS —
MAY TO MAY
1 CARPENTRY FOCUS
1 LIGHTING & SOUND FOCUS
1 SCENIC ART & PROPERTIES**

FOCUS

The production intern team assists the Technical Directors in creating our eleven-show professional season collaborating in all areas (scenic, paint, properties, lighting, sound, and media) while focusing on their specific area. We seek interns with the following skill sets: paint, properties, and carpentry, light, sound, media, and technical direction. Design opportunities (scenic, sound, lighting, and media) and leadership roles (charge artist, properties master, master electrician, assistant technical director) are available to qualified candidates depending on calendar and experience. Our scene shop values artists who are creative problem solvers that embrace cooperative artistry.

ADDITIONAL MATERIALS: Clearly indicate your focus area of interest and your related skill sets, tools, and proficiency levels. Provide five samples of production work in your focus area.

SUMMER EDUCATION INTERNS

**9 CONTRACTS AVAILABLE —
LATE MAY TO MID-AUGUST**

Summer Interns are fully immersed in teaching including devising and implementing lesson plans, directing and otherwise assisting in Summer Theatre School programming for students ages 4-18. Interns also coordinate the technical elements of scenery, costumes, lighting, sound, props, as well as art activities for their classes. Education Interns may be asked to assist with outreach programs in surrounding counties. Teaching experience is highly desired. Applicants must have a demonstrated interest in Theatre for Youth.

ADDITIONAL MATERIALS: May be requested after review of application.

YEAR LONG EDUCATION INTERNS

**2 TWELVE MONTH CONTRACTS —
LATE MAY TO LATE MAY**

Year Long Education Interns teach drama classes, direct performance workshops, perform in Theatre-in-Education plays and assist with outreach in local schools. Education Interns assist in writing teacher's activity guides, and in school programming. These positions have opportunities in performance or technical assignments in LCT Shows. Candidates must have teaching experience in Theatre for Young Audiences.

TO APPLY: Writing samples: a lesson plan, college assignment and/or article

TO APPLY:

- Submit the following via email to LCT.HIRING@GMAIL.COM
- A cover letter clearly stating the position of interest and your earliest date of availability
- Resume
- Contact information for three current references
- Any additional materials required for the position of interest
- Your online portfolio / website address (if applicable)
- A single PDF attachment containing all materials in the order listed above is preferred.

ALL INTERNS RECEIVE:

- Housing in a semi-private room in one of three townhouses (3 bedrooms and 3.5 baths, with furnishings to house up to 6 people) within walking distance of the theatre.
- Townhouses have laundry, internet, and cable provided
- No housing deposit required
- Time off:
 - Guarantee of one day off per week
 - 7 Major holidays
 - 5 vacation days
 - 3 personal days
 - 5 sick days
 - Approximately two weeks off over winter break (compensated)
- Meal stipend of \$115 per week (via direct deposit)
- Mentorship from collaborative, knowledgeable, enthusiastic artists
- Some flexibility with start and finish dates