

## **Actors' Summit Theater 2011 Internship Information**

**Eligibility:** Current college students, at least 18 years of age who are able to commit to a semester long internship. Preference will be given to those interns who wish to intern for two semesters back to back.

**Pay:** None. Academic credit will be offered through your university.

**Perks:** Professional development and networking opportunities, free tickets to all Actors' Summit main stage productions and the opportunity to work with theater professionals.

**Housing:** None. The theater does not provide housing for its interns.

**Transportation:** Interns are required to provide their own transportation to/from work. There is no vehicle mileage reimbursement for this position. Local travel for the theater is reimbursed

### **Application deadlines:**

Winter: January 15 (Internship to run January – May)

Summer: April 1 (Internship to run in June-July-August or July-August-September)

Fall: August 1 (Internship to run September – December)

### **To apply:**

Please send a complete resume, two letters of reference, and a completed Internship Form to Constance Thackaberry, Senior Artistic Associate at [connie.thackaberry@gmail.com](mailto:connie.thackaberry@gmail.com)

All applications will go through a preliminary screening process to determine the final candidates. Final candidates will be asked to interview in person at the theater in Akron, Ohio.

### **Goals of the Program:**

Actors' Summit's internship program aims to offer the opportunity for students to gain practical, real world experience of working in a small professional theater environment. The internship program aims to provide individuals with valuable mentorship and expert training, bridging the gap between academic education and practice. Interns will play an integral part in the workings of Actors' Summit.

### **Requirements for Interns:**

Ideal intern candidates should be enthusiastic, dedicated workers with an interest in pursuing a career in theater, marketing, media relations, or nonprofit management. We are looking for people who are independent, detail-oriented and able to multi-task. Office experience and practical theater production experience are a plus.

Interns become an integral working part of the company and they will be required to work set hours. These hours will be determined by Actors' Summit after consultation with the college or university, a faculty member at the student's university, and the student. Typically internships will require both daytime and evening hours.

## **Job Descriptions**

**Artistic intern responsibilities:** Interns work with Artistic Staff on projects in both the current season and future seasons. Duties include reading and critiquing scripts, assisting with casting, dramaturgy, research, and general administrative support for Artistic Staff. The intern must be extremely detail oriented, have excellent writing and researching skills, be self motivated, and demonstrate strong organizational, office, and verbal skills. The ideal candidate is interested in producing, directing, and all aspects of professional stage production.

**Box Office/Business Administration/Education intern responsibilities:** This candidate should have customer service experience as they will be working regularly with the theater's patrons by assisting with ticket orders, group sales and orders, and processing payments. This intern will also assist in accounting, research and reconcile problem orders, assist with the creation of internal reports, assist in compiling financial and attendance data. Other responsibilities could include reading scripts and creating study guides for teachers, assisting with student matinees and giving tours, maintaining contact information for schools and teachers, and general clerical duties. Multi-tasking and discretion are essential. Must be highly PC-literate. Ideal candidates must have excellent written and communication skills, enjoy working in a team environment, take initiative, and be flexible.

**Marketing/PR/Development intern responsibilities:** This candidate will have outstanding communication, written, and interpersonal skills while paying special attention to detail. The selected candidate should have an interest in marketing, public relations, communications, or non-profit management. Additionally, interns with a knowledge of social media as well as experience in blogging and/or producing and editing video clips, working with digital photos and designing print materials including ads are preferred. The intern will take responsibility for using social media to market productions and the theater company itself. The intern will be responsible for updating with photos and content social media sites. The candidate will also be in contact with the press to set up coverage for reviews and feature articles. The candidate will also have the opportunity to work with donors by maintaining contact lists and connecting with patrons, and compiling mailings, assisting with corporate sponsors, donor events, researching prospects, grant-writing activities, database maintenance, and preparations for committee meetings.

**Production intern responsibilities:** Depending on the needs of the theater, production interns will have an opportunity to work in the areas of acting, directing, stage management, prop design and construction, set design and construction, costume construction, and lighting and sound design and execution. Production internships are subject to availability and depend on the needs of the season. Ideal candidates must have exceptional written and communication skills, enjoy working in a team environment, take initiative, and be flexible and creative. Candidates will be assigned to a specific project(s) for each production that takes place during the semester they intern in order for them to gain a well-rounded production internship.