



Intern Position Descriptions

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New Century Theatre's Internship Program is a full-time summer experience meant for motivated individuals who are looking to bridge the gap between their academic experience and a career in theatre. Our interns are vital members of this small professional theatre, working alongside a dedicated company of artists, administrators, technicians and designers. Interns will gain practical experience, knowledge and industry contacts. New Century Theatre encourages interns to learn the basics behind all areas of theatrical production by varying intern assignments throughout the ten-week program.

As a New Century Theatre Intern, you will gain broad exposure to many areas of theatre production work with a focus in your field of interest. You will be expected to work as a member of the backstage run crews for each of the four New Century productions this summer. An average workday can run from 9:00 a.m. until 10:30 p.m. with breaks for lunch and dinner. Interns will normally have Mondays off. The only exception to this will be interns focused on lighting whose schedules will be adjusted to accommodate the changeovers between shows.

NCT will also offer interns workshops in practical aspects given by professional company members. Once our intern company is selected, we will tailor the workshops to best meet their interests. Interns are eligible to become Equity Membership Candidates through the Actors Equity Association. Listed below are brief descriptions for each production area:

Box Office - Interns will assist the box office manager with the operation of all box office-related activity. Duties will include: Assigning & changing seats for season ticket holders, reservation and sale of single tickets, providing excellent customer service in person, via phone and email. Qualifications include ability to work well with money and people, good phone manner, and an ability to work cheerfully in a hectic environment.

Costume Shop - Interns will assist the designers with research, construction, and alteration of costumes for the four productions during our season. Previous experience in sewing is necessary. Interns will have the opportunity to serve as dressers backstage. Interns will be responsible for the laundering and preparation for dry cleaning of costumes as well as ironing and any repairs necessary once the show is open.

Lighting/Electrics - Interns will assist the Lighting Designers and Master Electrician with the hang, focus and technical rehearsal process surrounding each NCT production. Work could include construction of lighting practicals, cabling of units, unit maintenance, trouble-shooting lighting problems during tech rehearsals, and participation in all light strikes and changeovers. Must have previous experience with light hangs and focuses. Light board experience is very helpful but not essential.

Props - Interns will assist our props coordinator acquiring all rehearsal and performance props for our four productions. This is a challenging and rewarding position that requires artistic sensibility coupled with efficiency and an ability to work with a minimum of supervision. There will be times when you will need to make things and times when you will need to beg, borrow and buy things. Previous experience with props is very helpful.

Shop Crew - Interns will assist the Set Designers with the preparation of set designs, and work on the construction, painting, installation and striking of sets for the four NCT productions. Previous carpentry and painting experience is very helpful. Use of power tools is essential. Shop Crew Interns agree to be available during the technical rehearsal period and assist on all changeovers.

Stage Management - Interns will assist the Production Stage Manager with the entire rehearsal process and run of the NCT show they are assigned. Interns must be prepared to work long hours and be available to the Duties could include: Preparation of the rehearsal space, assistance with acquisition of rehearsal and performance props, holding book during rehearsals, and running crew responsibilities. This position requires an organized, timely and mature individual.

House Management - Interns will communicate with the box office and stage management teams to coordinate the timely running of each performance. Interns will help train volunteer ushers and ensure all patrons are seated. This position requires an organized, timely and mature individual.

Publicity & Social Media – Interns will assist in the creation of press releases and other publicity materials. Interns will work alongside company staff to update the online presence of New Century Theatre.

You must be available for the ten-week season.

The internship program is free, but the fee for room and board for the entire ten-week season is \$1800.

There is assistance available for Smith College students. Please inquire if you might qualify.