

# Intern at Theatre Memphis

Theatre Memphis is a 501(c)3 not-for-profit community theatre dedicated to producing the highest quality theatrical experiences. All cast and crew members of our productions are volunteers, but with a professional staff there are non-paying intern opportunities as well. Many times we are able to structure an internship to fit an individual need, but typical opportunities are described in the links to the left. Theatre Memphis host interns throughout the year. Individual internship openings and assignments are based on expected internship activity during the time requested by the applicant and the skill set of individual internship applicants. We accept interns with basic, intermediate, and advanced skills in each department.

**A requirement of every TM internship is the ability to follow directions well, so here is your first test:**

**Internship application INSTRUCTIONS: Please review all of the following information BEFORE submitting an application, resume, letter of recommendation and other application materials.**

The internship application form (<http://theatrememphis.org/internship-application>) is divided into several sections. Detailed instructions for several sections, that require further explanation, are listed in this document. Headers that correspond to a certain section of the application are listed within text boxes.

If you still have questions after reading this information, please contact [Amy Salerno Hale](#).

**Please continue reading.**

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**Date range that you are available to fulfill this internship:**

Theatre Memphis hosts interns throughout the year. Individual internship openings and assignments are based on expected internship activity during the time requested by the applicant and the skill set of individual internship applicants. In order for us to give you full consideration, we need to know details about when you are available. Please see specific internship description for necessary time commitments. Because this internship is non-paid, Theatre Memphis is open to being flexible about hours, even if your availability changes during your fulfillment of the internship. -- We do expect that you would communicate any changes in availability to use as soon as possible and do your utmost to complete internship requirements.

--Please list the total time frame you are available and the reason for any limitations you may have.

--Please list the total amount of hours you are available to work each week and the reason for any limitations you may have.

--Please list how many internship hours per week and how many total weeks you can successfully offer Theatre Memphis? (Our interns normally have several commitments including school, paid employment, family, and other obligations. Although this is an unpaid internship, your internship assignments will be integral to the successful operation of the theatre's regular production. We need to know that you are available to make a solid commitment to these duties.) Please note, that while all of our internship call for no less than 160 hour over at least 8 weeks, there is sometimes the opportunity for open-ended internships. If you are interested and may be available for such an opportunity, please notate that.

**Resume:**

Please include all related education and experience. Also include contact information for 3 references (including those that can speak to you work ethic, conduct, and character).

**Cover Letter:**

In 400 - 1500 words, please tell why you would like to be considered for an internship at Theatre Memphis. What do you hope to gain from an internship at the theatre? What should we expect to receive by engaging in this partnership with you? The combination of content within your resume, cover letter, and optional documentation should indicate that you can fulfill required skills, duties, and responsibilities included within the internship description. (Internship descripts start on page 3 of this document.)

**Other applicable document (Optional):**

Please upload another document of your choice that demonstrates your suitability for this internship position. (Example: portfolio, photos, sketches, letter of recommendation, etc)

I am interested in the following internship(s):

There are nine primary departments in which we accept interns. Please review full details for the internships which interest you. Links to each internship description can also be found at <http://theatrememphis.org/internships>

## Assistant Stage Management

All internships are unpaid. Interns, age 16 and up, are accepted year round at Theatre Memphis and assignments are made based on work available and the applicant's skill level. Work is at least 20 hours per week, for 8-9 weeks (this includes rehearsal time). Most internship hours will be fulfilled Monday through Friday, between the hours of 6 PM and 11 PM and Saturday & Sundays between 1 PM and 11 PM. Intern will adhere to the stage manager's manual of Theatre Memphis. Intern will attend every rehearsal and performance of the production and will act as floor manager for the production during tech and performance. ASM may communicate needs of show through rehearsal and performance reports to the Production Stage Manager. ASM may facilitate appointments and see to needs of design team and cast. Intern will report directly to the Show Stage Manager and Production Stage Manager/Volunteer Coordinator.

Resume and/or cover letter should reflect skills in some detail, giving appropriate instances of how the applicant has exercised relevant skills.

### Required Skills:

- Work independently
- Self-motivated
- Detail oriented
- Follow directions well
- Work efficiently
- Good people skills
- Extremely well organized
- Able to take accurate notes in shorthand in a very timely manor
- Work well under pressure
- Able handle a great amount of responsibility

### Intern Duties & Responsibilities may include:

- Keeping a personal journal of your internship experience
- Assisting the Stage Manager in all areas of rehearsal, tech, & performance
- Managing backstage activities and crew during tech rehearsals and performances
- Attending all rehearsals and performances (evenings and weekends, 5-6 days per week for up to 3 months)
- Other duties assigned at the discretion of the Show Stage Manager.

# Production Assistant Internship

All internships are unpaid and last for a period of no less than 160 hours. Interns, age 16 and up, are accepted year round at Theatre Memphis. Some internship schedules are flexible, depending on the intern's availability, time of year, needs of the theatre at that time, and the department within which the internship is based. Summer interns work 15 - 20 hours per week, for a period of at least 8 weeks. Interns during the rest of the year work 10 – 15 hours a week, for a period of at least 16 weeks. Most internship hours will be fulfill Monday through Friday, between the hours of 9AM and 5 PM, but occasional even hours may be required. Intern reports directly to the Production Stage Manager/Volunteer Coordinator.

Resume and/or cover letter should reflect skills in some detail, giving appropriate instances of how the applicant has exercised relevant skills.

## Required Skills:

- Work independently
- Self-motivated
- Detail oriented
- Follow directions well
- Work efficiently
- Good sense of organization
- Excellent writing skills
- Good communication skills
- Computer savvy
- Proficient with MS Word, Excel, PowerPoint
- Familiarity with MS Outlook & Publisher a plus
- Excellent clerical skills
- Ability to adapt to change in assignment with little notice
- Proactive work habits
- It is often helpful for this intern to provide their own laptop.

## Intern Duties & Responsibilities may include:

- Keeping a journal observing the production process
- Scanning and coping scripts
- Contact database entry
- Updating digital paperwork
- Creating production calendar in Outlook
- Entering volunteer recruitment information on Volunteer Mid-south
- Helping to facilitate volunteer functions or other TM events
- Assisting in other production areas as needing (including costume, lighting, scenery, marketing, and box office)
- Other projects as assigned

# Scenery & Props Internship

Scenery & Props Internship All internships are unpaid and last for a period of no less than 160 hours. Interns, age 16 and up, are accepted year round at Theatre Memphis. Some internship schedules are flexible, depending on the intern's availability, time of year, needs of the theatre at that time, and the department within which the internship is based. Work is at least 20 hours per week, for a period of at least 8 weeks. Most internship hours will be fulfilled Monday through Friday, between the hours of 9 AM and 5 PM. Intern will report directly to the Scenic Designer & Technical Director and secondarily to the Volunteer Coordinator.

Resume and/or cover letter should reflect skills in some detail, giving appropriate instances of how the applicant has exercised relevant skills.

## Required Skills:

- Work independently
- Self-motivated
- Detail oriented
- Follow directions well
- Work efficiently
- Basic – Advanced carpentry
- Basic – Advanced painting
- Basic – Advanced crafting and fabric work
- Knowledge of welding a plus
- Prior scenery construction and design education or experience is a plus, but if a candidate does not have prior experience, they may still be considered if they have a good work ethic, are willing and able to learn, have sufficient time to devote to learning the proper skills.

## Intern Duties & Responsibilities may include:

- Keeping a personal journal of your internship experience
- Assisting with set and props construction
- Base painting constructed pieces (possible detail & finish painting for advanced painters)
- Attending production meetings
- Other projects as assigned

# Costume Internship

All internships are unpaid and last for a period of no less than 160 hours. Interns, age 16 and up, are accepted year round at Theatre Memphis. Some internship schedules are flexible, depending on the intern's availability, time of year, needs of the theatre at that time, and the department within which the internship is based. Work is at least 20 hours per week, for a period of at least 8 weeks. Most internship hours will be fulfilled Monday through Friday, between the hours of 9 AM and 5 PM. Intern will report directly to the Costume Designers and secondarily to the Volunteer Coordinator.

Resume and/or cover letter should reflect skills in some detail, giving appropriate instances of how the applicant has exercised relevant skills.

## Required Skills:

- Work independently
- Self-motivated
- Detail oriented
- Follow directions well
- Work efficiently
- Hand stitching
- Machine sewing
- Constructing from pattern

## Intern Duties & Responsibilities may include:

- Keeping a personal journal of your internship experience
- Assisting with the pulling of costumes, shoes, accessories, etc. for productions
- Assisting with the organization of the Costume Shop, show bibles, production racks, etc.
- Maintaining costumes throughout the run by tending to show notes, repairs, etc.
- Production laundry (washing, drying, ironing, & steaming)
- Stitching: alterations & builds as assigned
- Helping to guide the volunteer stitchers through their assignments (answering questions and hands on help, which can require a lot of multitasking)
- Craft-work as assigned: millinery, cobbler, metal-work, leather-work, etc.
- Stock Organization: re-stocking & some re-organizing.
- Helping to maintain the fitting/dressing rooms.
- Other projects as assigned

# Lighting Internship

All internships are unpaid and last for a period of no less than 6 months. Interns, age 16 and up, are accepted year round at Theatre Memphis. Some internship schedules are flexible, depending on the intern's availability, time of year, needs of the theatre at that time, and the department within which the internship is based. Work is 15-20 hours per week, for a period of at least 24 weeks. Most internship hours will be fulfilled Monday through Friday, between the hours of 9 AM and 5 PM, but there will be occasional evenings and weekends. Intern will report directly to the Lighting Designer secondarily to the Volunteer Coordinator.

Resume and/or cover letter should reflect skills in some detail, giving appropriate instances of how the applicant has exercised relevant skills.

## Required Skills:

- Work independently
- Self-motivated
- Detail oriented
- Follow directions well
- Work efficiently
- Prior light rigging help a plus, but if a candidate does not have prior experience, they may still be considered if they have a good work ethic, are willing and able to learn, have sufficient time to devote to learning the proper skills.

## Intern Duties & Responsibilities may include:

- Keeping a personal journal of your internship experience
- Assisting with maintaining the lighting inventory
- Programming the light console during cueing
- Helping manage other volunteers during light calls
- Attending all possible light calls (sessions to hang, focus, & gel instruments) Attend production meetings.
- Other projects as assigned

# Education & Outreach Internship

All internships are unpaid and last for a period of no less than 160 hours. Interns, age 16 and up, are accepted year round at Theatre Memphis. Some internship schedules are flexible, depending on the intern's availability, time of year, needs of the theatre at that time, and the department within which the internship is based. Work is least 20 hours per week, for a period of at least 8 weeks. Most internship hours will be fulfilled Monday through Friday, between the hours of 9 AM and 5 PM, but occasional even hours may be required. Intern will report directly to the Education & Outreach Director & ShoWagon Coordinator and secondarily to the Volunteer Coordinator.

Resume and/or cover letter should reflect skills in some detail, giving appropriate instances of how the applicant has exercised relevant skills.

## Required Skills:

- Self-motivated
- Follow directions well
- Good sense of organization
- Able to be an energetic and dynamic team member
- Must work well with students K-12
- Prior teaching experience a plus
- Prior participation in theatre experience a plus

## Intern Duties & Responsibilities may include:

### Year Round:

- Keeping an personal journal of your internship experience
- Assisting with coordinating Education & Outreach special events
- Assisting with preparing materials and facilitating theatre classes
- Other projects as assigned

### School Year:

- Assisting with Grizzlies Mentoring program
- Assisting with preparing materials and facilitating after-school theatre program
- Assisting with Teen Theatre Company

### Summer:

- Assisting at Memphis Children's Theatre Festival (May)
- Assisting with Summer Theatre Camp (elementary aged students)
- Aid with set, mask, and costume construction for ShoWagon touring season
- Assisting with mask & prop construction for summer production
- Assisting with coordinating summer production auditions
- Stage Managing or Assistant Stage Managing summer production (a cast & crew of teens)
- Assisting with coordinating ShoWagon auditions
- Touring with ShoWagon to local libraries (conduct surveys for librarians & parents, record audience answers)

# Marketing & Publicity Internship

All internships are unpaid and last for a period of no less than 160 hours. Interns, age 16 and up, are accepted year round at Theatre Memphis. Some internship schedules are flexible, depending on the intern's availability, time of year, needs of the theatre at that time, and the department within which the internship is based. Work is at least 20 hours per week, for a period of at least 8 weeks. Most internship hours will be fulfilled Monday through Friday, between the hours of 9 AM and 5 PM, but occasional even hours may be required. Intern will report directly to the Marketing Director and secondarily to the Volunteer Coordinator.

Resume and/or cover letter should reflect skills in some detail, giving appropriate instances of how the applicant has exercised relevant skills. (HINT: Excellent writing skill is a must for this position; your resume and cover letter will be the first opportunity the staff has to either qualify or disqualify you for this position, based on your writing skills.)

## Required Skills:

- Self-motivated
- Work independently
- Work efficiently
- Follow directions well
- Good sense of organization
- Good verbal communication skills
- Excellent writing skills
- Computer savvy
- It is often helpful for this intern to provide their own laptop.

## Preferred Skills:

- Web content and design knowledge
- Social media marketing and public relations experience

## Intern Duties & Responsibilities may include:

- Keeping a journal observing the production process
- Assisting with writing and/or editing copy for digital or printed materials
- Phone and email communication
- Assisting with play research
- Assisting to create and upload website content
- Managing social media content
- Other projects as assigned

# Box Office Internship

All internships are unpaid and last for a period of no less than 160 hours. Interns, age 16 and up, are accepted year round at Theatre Memphis. Some internship schedules are flexible, depending on the intern's availability, time of year, needs of the theatre at that time, and the department within which the internship is based. Work is at least 20 hours per week, for a period of at least 8 weeks. Most internship hours will be fulfill Tuesday through Friday, between the hours of 10 AM and 5 PM, but occasional even hours may be required. Intern will report directly to the Box Office Manager and secondarily to the Volunteer Coordinator.

Resume and/or cover letter should reflect skills in some detail, giving appropriate instances of how the applicant has exercised relevant skills.

## Required Skills:

- Self-motivated
- Follow directions well
- Good sense of organization
- Able to learn new computer programs quickly
- Excellent verbal communication skills

## Intern Duties & Responsibilities may include:

- Keep a journal observing the production process
- Aid the box office staff in preparing for patron arrival
- Ticket sales
- Phoning patrons
- Prepping materials for mailing campaigns
- Other projects as assigned