



**Center for Puppetry Arts  
Stage Management  
Internship  
Summer 2016**

The Center for Puppetry Arts' Stage Management Internship program provides practical learning experience to the individual interested in pursuing a career in professional theater. Through hands-on activities, the program seeks to instill a fundamental understanding of the workings of a professional puppetry company.

The focus of the program will be **active participation in a Center production**. During the rehearsal period, the Intern will observe daily rehearsal duties and how the Stage Manager tracks and manages the development of the production. The Intern will also serve as understudy for the Production Stage Manager and will have the opportunity to run the show at least once during the run of the production. In addition to the participation in a Center production, the Intern will have the opportunity to participate in the following activities:

- Attend programmed guest artist and adult series performances
- Attend programmed workshops with guest artists

**Schedule:**

The schedule will be determined by the needs of the production and mutually agreed upon by Intern and Center staff. During the rehearsal period Interns will work 20-40 hours per week. All additional activities will be scheduled during the prep week, prior to, or during the run of the show at mutually agreed upon times. *See attached schedule for production dates and times.*

**Duties and Desired Qualifications:**

Interns must be focused, motivated, team-oriented, flexible, and possess strong theater skills. Prior experience with stage management required and preference is given to applicants who intend to pursue a career in the arts.

- Duties may include:
  - Assisting with preparation and maintenance of space for rehearsals
  - Operating one or more technical elements during rehearsals (audio playback, video recording, lighting)
  - Communicating between rehearsal personnel and other members of Production Staff
  - Assisting performers during the rehearsal process (being "on book", acting as a "stand-in", taking line notes, etc.)
  - Script supervision
  - Assisting with preparation of upcoming CPA productions
  - Other miscellaneous office tasks as assigned
- Desired Qualifications:
  - Excellent communication skills
    - Excellent time and task management skills
    - A positive and professional attitude
    - Clerical skills
    - Knowledge of PC and Mac Platforms
    - Knowledge of technical theater
    - Knowledge of basic notation for theater (blocking, technical terms, and equipment)

To be considered, please mail your resume, letter of interest, and course requirements (if applicable) to the Internship Coordinator. Competitive applicants will be contacted to set up an interview.

*\*Please note: no prior puppetry experience is required.*

<p>Center for Puppetry Arts ATTN: Internship Coordinator 1404 Spring St. NW Atlanta, GA 30309</p>	<p>OR Email: <a href="mailto:internship@puppet.org">internship@puppet.org</a> In Subject Line: "Name" – "internship applying for" (Example: John Smith – 2016 Spring Performance Internship) No Phone Calls Please if you have questions please email Megan Montague at <a href="mailto:internship@puppet.org">internship@puppet.org</a></p>
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**APPLICATIONS DUE March 15, 2016**

## FULL PRODUCTION SCHEDULE

Rehearsal Prep: May 2-6, 2016, Mon-Fri, Exact Schedule TBD

Rehearsals: May 10-May 22, 2016, Tues-Sun, 11am-6:45pm (*exact days & times subject to change*)  
May 24-June 8, 2016, Tues-Sun, 9am-5pm (*exact days & times subject to change*)

Tech week: May 31-June 6, 2016, 9am-5pm (*all days including Monday; exact days & times subject to change*)

Previews: June 7 & 8, 2016, 10am & 12n; Rehearsals 2-5pm

Open: June 9, 2016

\*Performances: June 9-July 10, 2016  
Tues-Fri 10am & 12n; Sat 11am, 1pm, & 3pm; Sun 1pm & 3pm  
*No performances on July 4, 2016*

\*Strike: July 10, 2016, following the final performance

**\*Intern on call for understudy duties but not required daily**

## ABOUT THE PRODUCTION



### ***The Little Pirate Mermaid***

***Adapted and directed by Jon Ludwig***

Argh, Mateys! Flap your flippers and get ready to go on a seafaring adventure in this spectacular new adaptation of Hans Christian Andersen's *The Little Mermaid*! The Sea King's daughter saved a pirate from a terrible storm and is now deeply in love. Her only chance to win his heart is to make a deal with the evil Sea Hag. Will the Little Pirate Mermaid's sacrifice lead to happiness with her buccaneer beau? Take the plunge and see this exciting marionette extravaganza featuring a bountiful ocean of puppets, unique characters, original music, stunning stage effects, and bubbly action!

***Puppetry Style:  
Marionette, Rod***