



## Center for Puppetry Arts Stage Management Internship

**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.

**Email:** [internship@puppet.org](mailto:internship@puppet.org)

**In Subject Line:** "Name" – "internship applying for"

(Example: John Smith – 2019 Summer Performance Internship)

**No Phone Calls Please**

If you have questions, please email Jena Lynch at  
[internship@puppet.org](mailto:internship@puppet.org)