



## **STAGES 2012 SUMMER INTERNSHIP PROGRAM**

### **\*FOCUS: THEATER PRODUCTION INTERNSHIPS\***

### **POSITION DESCRIPTION/DETAILS**

### **& APPLICATION INSTRUCTIONS**

STAGES is currently recruiting FIVE student **production** interns for our 2012 Summer Repertory Theater Program (SRTP), in support of students ages 10+. These **production** internships are designed to provide practical experience for older teen students interested in learning about **theater production design and management**. All interns will work for/with, and be constantly supervised by STAGES management and professional production team members.

Available Internships are in the areas of COSTUME DESIGN and CHOREOGRAPHY as follows. Please review the requirements carefully before applying:

#### **COSTUME DESIGN INTERNS**

Costume Design Interns will become part of the production team for one of the SRTP productions (see below), with duties including, but not limited to:

- Assisting the Director, Production Designer and Costume Designer in researching and developing the overall costume design for the show.
- Assist the Costume Designer/Team with the construction of show costumes, which may involve exposure to and the use of the following equipment (provided, and used under constant supervision): sewing machines, needles/thread, hot-glue guns, irons, and other supplies typically associated with garment construction.
- Assist the Costume Designer/Team with the fitting of garments on student cast-members.
- Attend all tech week rehearsals and performances and serve as a wardrobe/hair/make-up assistant.
- Assist the Costume Designer/Team with the upkeep and cleaning of the costume shop.

Costume Design Interns **MUST** be able to be present on the following schedule (dates may be different for each production – please review carefully)

1. **FIDDLER ON THE ROOF**/June 18 – July 6  
Weekly Schedule: Mondays, Tuesdays & Thursdays, 10:00AM-3:00PM  
Evening Rehearsal Tuesday July 3 (6:00PM-9:00PM)  
Evening Rehearsal Thursday July 5 (6:00PM-9:00PM)  
Performances: Friday July 6 (6:00PM-10:30PM), Saturday July 7 (12:30PM-9:30PM)  
and Sunday July 8 (12:30PM-5:30PM)

2. **JANE EYRE**/July 9 – July 27  
 Weekly Schedule: Mondays, Tuesdays & Thursdays, 10:00AM-3:00PM  
 Evening Rehearsal Tuesday July 24 (6:00PM-9:00PM)  
 Evening Rehearsal Thursday July 26 (6:00PM-9:00PM)  
 Performances: Friday July 27 (6:00PM-10:30PM), Saturday July 28 (12:30PM-9:30PM)  
 and Sunday July 29 (12:30PM-5:30PM)
  
3. **SEUSSICAL**/July 30 – August 17  
 Weekly Schedule: Mondays, Tuesdays & Thursdays, 10:00AM-3:00PM  
 Evening Rehearsal Tuesday August 14 (6:00PM-9:00PM)  
 Evening Rehearsal Thursday August 16 (6:00PM-9:00PM)  
 Performances: Friday August 17 (6:00PM-10:30PM), Saturday August 18 (12:30PM-9:30PM)  
 and Sunday August 19 (12:30PM-5:30PM)
  
4. **SHOWCASE CABARET**/August 20-24  
 Weekly Schedule: Monday, Tuesday & Thursday, 10:00AM-3:00PM  
 Evening Rehearsal Thursday August 23 (6:00PM-9:00PM)  
 Performance: Friday August 24 (6:00PM-10:30PM)

**CHOREOGRAPHY INTERNSHIP:**

Choreography Intern will become part of the production team for The End of Summer SHOWCASE CABARET, with duties including, but not limited to:

- Assisting the Director and Choreographer with the design, preparation and instruction of dance movements for this cabaret-style production.
- Rehearse choreography in small breakout groups during the rehearsal day.
- Attend the dress rehearsal and performance to assist with production as needed.

Choreography Intern MUST be able to be present on the following schedule (please review carefully)

**SHOWCASE CABARET**/August 20-24  
 Weekly Schedule: Monday through Friday, 11:30AM-3:00PM  
 Evening Rehearsal Thursday August 23 (6:00PM-9:00PM)  
 Performance: Friday August 24 (6:00PM-10:30PM)

## **APPLICATION OVERVIEW/DETAILS**

**Application Deadline:** COMPLETE Applications must be received on or before Monday, March 26, 2012. Any materials received after this point will NOT be considered. Applications may be sent via email to [stacey@stagesacademy.com](mailto:stacey@stagesacademy.com), or sent via U.S. Mail to STAGES Internship Program, c/o STAGES, Inc., 24 Mosher St, South Portland, ME, 04106. Mailed applications must be received on or before May 2. A postmark date of May 2 will NOT be accepted. **Applications will be reviewed and candidates will be offered positions on or before Monday, April 30, 2012.** Please only apply for posted opportunities, and including only the information requested in the application below.

Compensation: STAGES Summer Interns will receive a stipend as follows:

- Costume Interns (FIDDLER, JANE EYRE or SEUSSICAL): \$150 Stipend & \$200 STAGES Credit
- Costume Intern (SHOWCASE CABARET): \$75 Stipend & \$125 STAGES Credit
- Choreography Intern: \$75 Stipend & \$125 STAGES Credit

These internships are designed for High School Students. STAGES does work directly with colleges and universities to develop more robust and costumed programs for College students who are seeking compensation in the form of College Credit. Call (207) 699-3330 to discuss this option.

## APPLICANT GUIDELINES

Please Review the following guidelines carefully to determine your eligibility for a STAGES Summer 2012 Theater Program Internship.

**All applicants must be at least 16 years of age**, and be current students. NO EXCEPTIONS. Internships are designed for current High School students.

**All applicants under the age of 18 years must have the written consent of their parents/guardian in order to apply for an internship.**

**All applicants must be able to arrange transportation** to and from STAGES for the exact times and dates of their internship. STAGES cannot be responsible for supervising interns who arrive more than 15 minutes before the scheduled start, or stay 15 minutes beyond the scheduled end of their day.

**All applicants must be interested in and excited about working with young children** in a fun, fast-paced and unpredictable (in a good way!) theater setting. If you do not like kids, do NOT apply. You must be a hard-worker, self-motivated, and good-natured.

## APPLICATION INSTRUCTIONS

Ready to apply for a STAGES 2011 Summer Internship? There are Two Parts of your Internship Application – an **Application Essay** and a **Professional Reference**.

**THE APPLICATION ESSAY:** To apply for a STAGES Summer 2011 Internship, please answer the following questions in a typed **Application Essay**. You may number your responses and answer them individually.

1. Why would you like to be a STAGES Intern? (tell us if you were a 2011 intern!)
2. What strengths would you bring to this Internship?
3. Would this internship assist you in attaining your career goal(s)? If so, what are your career goals? ☺
4. If applicable, please list four of your favorite theater experiences or examples of relevant training. Please do not list more than four, and do NOT include a resume/headshot.
5. Please list your top four preferred Internships, in the order of your personal/schedule preference. If you are interested in applying for MORE THAN ONE internship, please let us know this as well. Remember – you must be able to attend EVERY DAY of your internship – so check your schedule carefully before applying.

Please include the following information as part of your **Application Essay**:

- Your Full Name
- Your Date of Birth
- Your Mailing Address
- Name of your High School
- Name of your parent or legal guardian, and a phone number and email address at which your guardian may be reached to confirm their support of your application.

You may submit your application one of two ways:

1. Email your Essay (as a Microsoft Word Document, or a PDF) to [stacey@stagesacademy.com](mailto:stacey@stagesacademy.com), or
2. MAIL (U.S. Mail) your Essay to:  
STAGES Internship Program  
STAGES, Inc.  
24 Mosher Street,  
South Portland, ME 04106

ALL APPLICATIONS must be received – NOT POSTMARKED!! – by Monday, March 26, 2012. ANY materials received after this date will NOT be considered.

#### **THE PROFESSIONAL REFERENCE:**

**Costume Interns:** Basic sewing, fashion design, and crafting experience preferred.

**Choreography Interns:** Dance experience *required*. Teaching/Coaching experience preferred.

STAGES requires each **production intern** applicant to submit one professional reference. A professional reference could be another employer, a teacher/professor, or a supervisor/mentor from another theater (or other) program, that has seen your relevant work and/or can speak to your capacity for taking on a new challenge. Your personal reference should speak briefly (one or two paragraphs) about the strengths you'd bring to this type of internship setting. References should include the contact information for the provider, and can be emailed directly to [stacey@stagesacademy.com](mailto:stacey@stagesacademy.com), or included as part of your application if sending by U.S. Mail. Personal references sent by mail should be signed by your reference provider, and preferably in a sealed envelope attached to your application. **REFERENCES ARE ALSO DUE ON MONDAY, MARCH 26, 2012!!**

**THANK YOU SO MUCH FOR CONSIDERING A STAGES INTERNSHIP FOR THIS SUMMER – Call (207) 699-3330 or email [stacey@stagesacademy.com](mailto:stacey@stagesacademy.com) WITH ANY QUESTIONS. WE HOPE TO HEAR FROM YOU SOON - HAVE A GREAT SUMMER!!!**