



Internship Brochure and Application

Production and Administrative Internships

College and Graduate Students, summer only

Properties
Costuming
Marketing and Sales
Operations

Overview

The Summer Stock Stage internship program offers an exciting opportunity for college and graduate students to gain professional experience by working side-by-side with extraordinary artists, administrators, and technicians. Interns will be actively involved with all areas of theater on many different levels. Internships are individually designed for each student and SSS works with the interns and college/university advisers to develop a course of study which best reflects the needs of the participant and the company. Interns will be given tasks and challenges that provide direct support of day-to-day activities. The SSS internship program is designed to be an experience-based, hands-on learning opportunity providing the skills necessary to be a viable candidate in a highly competitive field.

All interns must be available for a consistent weekly schedule during the time of the internship. Some evening and weekend participation is required with most internships. All interns are asked to keep a journal of their activities and observations and will meet with their supervisor to self-evaluate their experience and participation. **Internships are unpaid and only applicants who are currently enrolled in academic institutions will be considered.**

Advancement/Recommendations

All interns receive evaluations and will be able to receive professional recommendations when they complete their program. SSS will work with universities to ensure course credit if applicable. One very important part of any internship is the valuable professional training one receives; SSS hopes that every intern will be ready for a professional job following their internship. Many current and former SSS staff members began their professional careers as interns.

Internship Descriptions

Properties. The purpose of this internship is to expose the student to the research, design, sourcing, and creation of properties in a professional theater setting. The properties intern will assist the SSS Artistic Director in the construction and fabrication of properties for the stage. Participation includes meetings with SSS Artistic Director, directors, stage managers, and designers. The intern will attend rehearsals, production meetings, and staff meetings. This internship is designed to expose candidates to the production process, to help give insight into the area of properties, educational opportunities, and career choices.

Costuming. The costume shop intern works with the costume staff in the creation and collection of costumes for all productions. Participation involves working with staff on assigned projects, meeting with costume manager, directors, stage managers, and designers as a production is developed. The intern will attend rehearsals, production meetings, and staff meetings. This internship is designed to expose candidates to the professional production process, to help give insight into the costume industry, educational opportunities, and career choices.

Marketing and Sales. The marketing and sales internship presents an opportunity for a person to work on many different projects involving ticket sales, audience development, advertising, and more. The intern will also complete public relations work on press releases and work on promotional opportunities, and “street” marketing. The interns will attend staff meetings and have close contact with administrative personnel, exposing them to many aspects of a career in theater administration. Marketing interns will also be heavily involved in SSS online and social media activities and may be asked to represent the theater at public events.

Operations and Patron Services. The Operations and Patron Services internship encompasses all “front of house” items. This intern will work with the Director of Operations. Duties and responsibilities include but are not limited to: setup and management of events in online ticketing system, setup and management of ticketing office during all events, coordinate lobby setup including lobby decorations and will call table, assist parent volunteers in areas of ushering, concessions, and programs, assist customers during events as needed.

Application Deadline: April 1st

Questions may be directed to info@summerstockstage.com

Summer Stock Stage Internship Application

Name

Date of Application

Current Street Address

Current Phone Number

Current City, State, Zip

Current E-mail Address

Permanent Street Address

Permanent Phone Number

Permanent City, State, Zip

Other/Cell Phone Number

Emergency Contact Name and Phone Number

Please indicate your area(s) of interest in order (use a 1 for first choice, 2 for second choice, etc):

___ Properties ___ Costuming ___ Marketing and Sales ___ Operations

When are you available or interested in being an intern? (Internships are summer only with required minimum dates of Jun 1st – Aug 1st)

Start Date: ___/___/___ End Date: ___/___/___

Are you 18 years of age or older? (Yes or No)		Do you have a valid driver's license? (Yes or No)	
Will you have transportation during the internship? (Yes or No)		What school do you attend?	
What degree do you expect to receive?		What is your current year in course?	
What is your gender? (optional)		What is your date of birth? (optional)	

Some work may involve heavy lifting, long hours and/or physical strain. Is there any reason(s) you could not participate fully?

(Yes or No) _____

If yes, please explain below.

Personal Statement

Please describe your career objectives and how you expect to achieve them; what you expect from an internship at Summer Stock Stage; your relevant academic experience, work experience, and education in theater. Include qualities you possess that will make you a good candidate for an internship. You may include this statement in a separate typed page.

Please mail this application, your current resume listing work experience and education, and a list of three references to:

**Summer Stock Stage
PO Box 55012
Indianapolis, IN 46205**

Application deadline: April 1st
Questions may be directed to info@summerstockstage.com