

Artists Repertory Theatre Internships

About Us:

Artists Repertory Theatre is a professional, not-for-profit theater company dedicated to challenging artists and audiences with plays of depth and vibrancy in an intimate setting. Artists Repertory Theatre explores the strengths, frailties and diversity of the human condition primarily through regional premieres, commissioned works and selected classics appropriate to contemporary issues. Artists Repertory Theatre is dedicated to enhancing the artistic culture of Portland and the region by establishing and maintaining education and outreach programs consistent with the artistic mission of the theater.

Why intern at Artists Repertory Theatre?

While interning at Artists Repertory Theatre you can bridge the gap between your collegiate work and your professional life by working with some of the best in the business in a creative and supportive atmosphere.

Begin your professional network with the relationships you build during your internship. These opportunities can lead to future jobs in the industry, professional associations, and even life-long friendships.

Artist Rep Interns receive:

- Complimentary tickets to all Artists Repertory Theatre performances.
- College credit, as arranged with your individual college or university.
- Internships are unpaid.

How to apply for an internship with Artists Repertory Theatre:

Please send a cover letter and resume, indicating which internship you are interested in to Kelly Zakis at kzakis@artistsrep.org. **E-mail only**. Expect to receive a response to your inquiry within 15-30 days.

Internship schedule:

Fall: September – December

Application deadline: September 1, 2009

Winter: December – March

Application deadline: December 1, 2009

Spring: March – June

Application deadline: March 1, 2010

Summer: June – August

Application deadline: June 1, 2010

Internship Descriptions:

All Artists Repertory Theatre internships share the same basic expectations. At a minimum, applicants must:

- Possess the knowledge and skills required to work successfully in a specific department of the theater
- Strong organization and communication skills
- High-level social skills in professional settings
- Ability to multi-task and work under strict deadlines
- Good listening skills and ability to pick up instructions quickly
- Efficient time management
- Love of theatre
- Sense of humor
- Self-starter
- Work comfortably and effectively in a highly collaborative environment.
- A basic knowledge of computers
- Be consistent and dependable in their work habits

Marketing Department

Activities: Assist Marketing Director with efforts to market a season of productions to potential subscribers and ticket buyers. Projects may include maintaining company's online presence, writing promotional emails, archiving, researching production background, distributing promotional material, playbill compilation and editing.

Special Qualifications: Excellent writing, research, editing, organizational, and computing skills are essential. Background in marketing basics is helpful.

Time Commitment: Schedule is relatively flexible within Monday-Friday work week.

Mentor: Marketing Director

Development Department

Activities: Observe the process of fund-raising for a not-for-profit institution with an annual budget of over \$2 million; assist staff with opening nights, benefits, and other special events; assist with donor and grant calendar research and database maintenance; assist staff with the compilation of grant supplementary materials; assist with routine clerical projects, including mass mailings.

Special Qualifications: Excellent interpersonal, organizational, and computing skills are essential.

Time Commitment: Schedule is relatively flexible, but prefer Tuesday-Thursday full-time with some evening and weekend events.

Mentor: Development Manager

Literary Management

Activities: Assist with the solicitation, cataloging, and evaluation of new manuscripts, as well as with correspondence to playwrights, theaters, and play development programs; conduct research on playwrights; help maintain Artists Repertory Theatre's in-house library; attend rehearsals as needed; help compile and update rehearsal scripts; assist with auditions; assist with literary research; maintain actor headshots/resume files.

Special Qualifications: Excellent analytical, writing, and research skills are essential, and applicants must demonstrate appropriate knowledge of dramatic literature and playwriting.

Time Commitment: Schedule is relatively flexible, but prefer Tuesday-Thursday full-time with some evening and weekend events.

Mentor: Literary Manager & Artistic Associate

Production Management

Activities: Observe and interact with the planning and technical management of an 8-play season that includes world premieres, new interpretations of well-known works, co-productions, and staged readings of works-in-progress; assist with routine clerical tasks and special projects; conduct research for specific productions; assist stage management as needed.

Special Qualifications: Organizational and multi-tasking skills are essential, as are communication and research skills and a practical knowledge of Microsoft Word and Excel. Experience in one or more areas of production is desirable.

Time Commitment: Schedule is relatively flexible with rare evening and weekend requests. Will require a set schedule that will be decided after intern is accepted into the program.

Mentor: Production Manager.

Costumes

Activities: Observe the costume design process and day-to-day management of the costume shop; assist with routine clerical tasks and costume maintenance and construction for a variety of productions; assist guest designers as needed.

Special Qualifications: Practical knowledge of sewing equipment, materials, and clothing construction is essential.

Time Commitment: Schedule is relatively flexible; specific days/hours determined by production schedule.

Mentor: Wardrobe Supervisor

Properties

Activities: Observe the properties design process and day-to-day management of the properties shop; assist with routine clerical tasks and properties maintenance for a variety of productions; assist designer as needed.

Special Qualifications: The ability to lift, push, or maneuver 50-70 lbs., either alone or with assistance from others, is required. Practical knowledge of crafting, materials, and construction is desired. Good organizational skills and creativity is essential.

Time Commitment: Schedule is relatively flexible; specific days/hours determined by production schedule.

Mentor: Production Manager