



STAGE MANAGEMENT INTERNSHIP

SUMMER 2020 DESCRIPTION

Work alongside theatre professionals as the Heart of America Shakespeare Festival presents *The Tempest* for its 28th season June 16 – July 5, 2020. **Internship dates run May - July 2020.** Specific dates and times are determined by department supervisor.

Stage Management intern/Production Assistant responsibilities may include: creating and maintaining paperwork relevant to the production (e.g. props tracking, costume tracking, shift plot, etc.), maintaining rehearsal space and hospitality area, assisting with show running activities (e.g. moving furniture/scenery, costume changes, sweeping and mopping stage, communicating with fellow crew members, etc.) and assisting with other production duties as needed. College credit can be received through your school/department depending on the applicant's school policies.

RESPONSIBILITIES INCLUDE:

- Attend prep week, rehearsals, preview performances, and performances
- Create and maintain paperwork relevant to production
- Maintain rehearsal space/hospitality area
- May be requested to drive actors to costume fittings if they are unable to arrive independently
- Show running activities
- May be asked to aid in strike
- May be asked to run on errands pertaining to production needs
- Daily interactions with actors, stage management, director, and designers
- Handle and manage props/costumes
- Ability to spend multiple hours outdoor subjected to the elements

PREFERRED QUALITIES:

- Confidence
- Friendly, approachable demeanor
- Ability to handle stressful situations and make decisions under pressure
- Exceptional organizational skills
- Collaborative spirit and respectful nature

BENEFITS PROVIDED:

- Practical hands-on experience working with stage management professionals and staff
- Shadowing, mentoring, and training
- Opportunity to participate in organizational events
- Compensation available

TO APPLY:

Please submit a cover letter, resume, and two letters of recommendation to **Clarate Heckler**, Director of Operations and Community Relations at heckler@kcsakes.org.