

## STAGE MANAGEMENT

### Description:

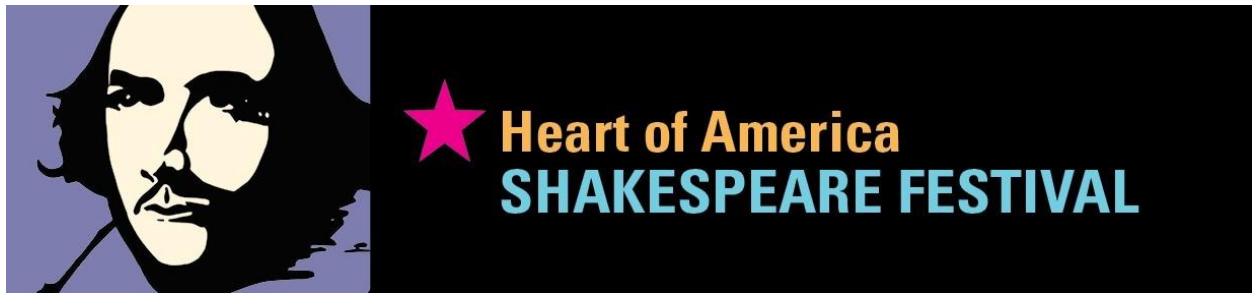
Work alongside theatre professionals as the Heart of America Shakespeare Festival presents its 32<sup>nd</sup> season June 11 – June 30, 2024. **Internship dates run May – July, 2024.** Specific dates and times are determined by department supervisor.

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.

This hands-on internship provides real-world experience working and networking with industry professionals to put on a free, outdoor professional production to patrons of Kansas City. College credit can be received through your school/department depending on the applicant's school policies.

### Duties of a Stage Management Intern/PA:

- Ability to attend all days during prep week
- Being prompt and present at all rehearsals, preview performances, and performances
- Ability to create and maintain paperwork relevant to the production (for example: props tracking, costume tracking, script changes, shift plot, etc.)
- Maintain the rehearsal space and attend to the hospitality area
- May be requested to drive actors to costume fittings if they are unable to arrive independently
- Will be involved with show running activities including, but not limited to: moving furniture/scenery, aiding in costume changes, sweeping and mopping the stage, communicating with fellow crew members, etc.
- Depending on need according to the Technical Director, interns/PAs may be asked to aid in strike at the end of the production
- May be asked to run on errands pertaining to the production
- Daily interactions with the actors, stage management, director, and designers
- Confidence in interacting with props and costumes
- Ability to spend multiple hours outdoor subjected to the elements



**Qualities Desired of a Stage Management Intern/PA:**

- Confident in abilities
- Friendly, approachable demeanor
- Able to handle stressful situations and make decisions under pressure
- Organized
- Collaborative
- Respectful

**Benefits provided:**

- Practical hands-on experience working with nonprofit arts professionals
- Shadowing, mentoring, and training opportunities
- Opportunity to participate in organizational events
- Compensation available

**TO APPLY:**

Please submit a cover letter, resume, and two letters of recommendation to **Hannah Fuhlhage**, Operations and Community Relations Manager, at [hfuhlhage@kcshakes.org](mailto:hfuhlhage@kcshakes.org). The deadline for submission is **Monday, March 4, 2024**.