



Professional Internship Program

Arizona Theatre Company supports the ongoing learning of professional interns every season. Our internships are built around our interns' personal passions, abilities, and educational goals. We provide a solid and inclusive professional experience within our company that serves as a springboard to their future career. Applicants from populations underrepresented in theatre are strongly encouraged to apply.

Arizona Theatre Company has a unique model, operating in two cities and serving additional communities throughout the state through our Education programs. Internships are offered in both Tucson and Phoenix. However, some positions may be limited to one city. In addition, some travel may be required between the two cities.

INTERNSHIP DETAILS

Specific skill demands vary by department but basic requirements for any ATC internship include computer literacy, a sense of humor, passion, and curiosity.

Internships vary depending on the individual applicant and their area of interest. However, all internships at Arizona Theatre Company include:

- Shadowing of theatre professionals, creating contacts that could lead to opportunities following the internship
- Working in our Education programs mentoring students in your area of focus
- Creative development with ongoing evaluation and skill-based learning
- Cross-departmental work within the company to aid understanding of how a non-profit arts organization works as a whole
- Space to tailor the internship to individual needs and interests
- Complimentary tickets to all ATC productions
- Monthly Intern Salons on varying topics related to theatre
- A supportive and welcoming environment in which to grow

INTERNSHIP TYPES

We have three types of internships based on the age, level of experience, education and expertise of the applicant: The ATCteen Externship, the College Internship, the Post-Grad Apprenticeship.

- ATCteen Externship:

An externship is defined as a short-term experiential learning opportunity. This is the perfect place for teenagers to put their theatre knowledge in practice while shadowing and learning from professionals. These experiences were created with high school seniors who need to complete an internship for graduation in mind, however any student can benefit. Any teen over the age of 16 can apply, but

they must also join the ATCteen program first. Through the ATCteen program, interns will have the opportunity to be mentored by ATC professionals while putting the skills they've learned to use by working on ATCteen shows. You can find more information about joining ATCteen on the "For Students" page of our website.

Externships run afterschool, on the weekends, and on school holidays. They are typically 5-6 hours per week for a semester.

Areas of Focus: Artistic, Education, Production Management, Stage Management, Technical Theatre, Marketing, Company Management, Community Engagement

- College Internships:

For the college student looking to grow their skills by working and learning in a professional environment. Individuals who are not actively in college, but are between the age of 18 and 22 may also apply. Significant knowledge in your desired area of study is required, but interns may have a range of experience levels. In this Internship, you will work directly with professionals in your field gaining valuable insight, knowledge and connections. You will also serve as a mentors for the ATCteen program.

These internships can be full or part time depending on the position. Part time internships are designed to be used for college credit. Full time positions are paid a small weekly stipend. Preference is given to individuals who can do a full year internship, however applicants seeking a semester long internship may also apply.

Part Time Internship Positions:

Artistic, Literary/Dramaturgy, Education, Marketing, Development, Company Management, Community Engagement, Production Management, Stage Management, Technical Theatre

Full Time Internship Positions:

Production Management, Stage Management, Technical Theatre

- Post Graduate Apprenticeship:

An Apprenticeship is the perfect way to transition from academia to the professional world. Our Apprenticeship program is targeted towards recent grads from Bachelors or Masters Programs, however other candidates who have significant experience in their field but want to move to the next level will be considered.

Like the College Internships. Post Grad Apprentices will mentor ATCteen Members and help with our ATCteen productions as part of their experience. When not mentoring, Apprentices will get to spend all of their time doing hands-on projects, refining their skills, and working directly on ATC's professional productions.

Currently, Post Graduate Apprenticeships are only offered in Production Management, Stage Management, and Technical Theatre.

These positions are based on a 40-hour work week with the exception of technical rehearsals, and are paid a weekly stipend.

INTERNSHIP DATES:

For full year internships the dates are: September 2019 through May 2020. Specific start and end dates are negotiable.

Semester long internships are available for Fall: September 2019 to December 2019 and for Spring: January 2020 to May 2020.

Summer Internships through our Summer on Stage program are also available. Please see our Summer on Stage Internship Page for more information, as this differs from our Professional Internship Program.

AREAS OF FOCUS:Artistic

Artistic Interns assist the creative and producing teams and company management in supporting a variety of projects in varying stages of development. Interns will read scripts and conduct dramaturgical research, assist in preparations for Casting, Visiting Artist arrivals, and Program Guides, and work to support theatre leadership with administrative duties and projects. Interns in the Artistic Office should be prepared to work in a constantly changing environment. This internship is ideal for a detail-oriented self-starter with an interest in what it takes to mount a production, event, workshop, or reading from beginning to end.

→ ATCteen Externship, College Internship

Literary/Dramaturgy

Dramaturgy/Literary interns will become part of an active literary office. Tasks may include the reading, analysis, and logging of scripts, and management of submissions, including notifying playwrights of their status. Literary interns make script recommendations to senior artistic staff. For dramaturgy, past interns have supplied dramaturgical research and writing for ATC publications, led talkbacks, and supported production research. Some have participated in rehearsals to assist the dramaturgical needs of our directors. For new work, interns may work in concert with stage management to handle script changes as playwright's revise their work during new play development for readings, workshops, and productions. Our interns leave ATC ready to take on professional jobs anywhere in the country!

Interns may work with the National Latino Playwriting Award to read these Latinx works and participate in both the handling of the scripts, the notification of writers, and even judging submissions in conversation with senior artistic staff and the Artistic Director. This aspect of our literary internship program requires a deep understanding of the work of writers of color and the unique role of Latinx work in our border community.

→ ATCteen Externship, College Internship

Learning & Education

Our Learning & Education department runs six main programs: ATCteen, Summer on Stage, The David Ira Goldstein Artist in Residence program, Student Matinee Series, Adult Classes, and our Professional Internship Program. Education interns will help with administrative tasks for all programs, assistant teach classes, and represent ATC and the

Learning & Education programs in the community. Specific administrative tasks will include coordinating bookings of residencies and Student Matinees, organizing lesson plan materials and educational resources, maintaining our teacher database, and coordinating with students in all programs. We take into consideration the goals of the participant whether they want to be a teacher, an administrator, or an artist, and will provide learning opportunities for them to grow in each of these categories.

→ ATCteen Externship, College Internship

Community Engagement

Community Engagement interns should be passionate about establishing and maintaining strong community relationships. Interns will assist with research on local artists, local musicians, and relevant histories, as well as make connections with professional community members for each production in order to connect artwork/music/expertise to the theme of each play for our 2019-2020 season. Interns will assist in identifying and maintaining community relationships with other local non-profit organizations. Some intern responsibilities include organizing and assisting with lobby installations, (some lifting required), scheduling meetings, updating the calendar, making phone calls, and light office work.

→ ATCteen Externship, College Internship

Company Management

The Company Management department is responsible for overseeing general care for all performers and creative team members at the theater. Company management interns need to be passionate about people and the work that goes into managing a large organization. Intern duties vary, from booking travel and housing for visiting artists and companies to arranging meals when needed. Interns must have quick problem-solving abilities, as they sometimes have to assist in the resolution of emergency issues.

→ ATCteen Externship, College Internship

Marketing & Communications

Marketing and Communications Intern will work closely with the marketing management in Tucson/Phoenix. Responsibilities will include help with distribution of collateral marketing materials in the community, database work, theatre lobby set up of marketing materials, copy editing, create/maintain social media calendars. Interns must be passionate about and have experience in social media, editing, and database research.

→ ATCteen Externship, College Internship

Development

The Development department is responsible for all fundraising for the company as well donor relationships. Interns are needed to help with writing news articles, sending thank you notes, and making thank you calls. Interns will also have the opportunity to support special event planning and execution. Other projects may include donor research and documenting of that research. Interns should be excellent writers, have great manners and people skills, and know how to use excel.

→ College Internship

Technical Theatre

Technical theatre internships are available in the following areas:

- General Production
- Technical Direction
- Scenic Construction
- Scenic Painting
- Props
- Costumes/Wardrobe
- Electrics
- Sound

Intern placement and training is based on each candidate's current knowledge and their desire to learn. Interns will gain skills in their desired area through hands-on experience and mentorship from their on-site supervisor.

→ ATCteen Externship, College Internship or Post Graduate Fellowship

Production Management

Production Management interns will assist the Production Manager and Assistant Production Manager with day-to-day logistical planning and communicating with technical and artistic staff. Administrative duties will include expense coding and taking production meeting minutes. Interns will also have opportunities throughout the season to explore more detailed topics based on their individual interests. Roles can vary from season to season, but all offer unique learning and participation experiences. Applicants for this position should have some prior experience in stage or production management.

→ ATCteen Externship, College Internship or Post Graduate Fellowship

Stage Management

Stage Management interns will be assigned to individual productions based on their availability and interest. They will work closely with Equity stage managers in rehearsals and technical rehearsals, with the option to work as part of the technical run crew for our mainstage shows. Roles can vary from season to season, but all offer unique learning and participation experiences. Stage Management interns may be eligible to earn points for the AEA Equity Membership Candidate program. Applicants for this position should have some prior experience in stage management.

→ ATCteen Externship, College Internship or Post Graduate Fellowship

Acting

By audition and invitation only, our Acting interns become part of our ATC mainstage productions. They can be understudies, swings or perform ensemble roles. Due to the specific demands of the plays and the nature of the rehearsal process, these internships are not open for regular application. ATC representatives reach out to partnering universities in Arizona about Acting internship opportunities as they become available.

→ College Internship

HOW TO APPLY

Complete our **application** and return it to us along with a **cover letter**, **three references** and a **current resume** and optional **portfolio or website link**.

E-mail your completed application to internships@arizonatheatre.org