

Literary Management Intern

Description: The intern will report directly to the Associate Artistic Director. Intern will have the opportunity to engage in all aspects of season planning, new play development and the general ins and outs that keep the creative juices flowing at a professional Theatre company. Great opportunity for students pursuing careers in Theatre Administration, Arts Administration or Dramaturgy.

Learning Opportunities in this position:

- The Life of a New Play, from Page to Stage
- Script Analysis from the Producer's perspective
- Critical Writing Skills
- The Casting Process – from scheduling and assisting with auditions to database maintenance
- A Behind-the-Scenes look at how a professional theatre company puts on a show
- Basic Administrative Skills
- Filing System Maintenance
- Shadow Contract Writing
- Calendar Management

Duties Include but not limited to:

- Participate in activities involved in developing and producing new work
- Maintain the administrative side of the Artistic office
- Read and critique plays
- Participate in local casting, help run auditions, maintain casting database
- Assist with all mainstage productions including rehearsals, load-in, technical rehearsals, and previews as needed
- Sit in on artistic department meetings and note sessions.
- Coordinate New Works Readings and Workshops
- Serve as primary support for any and all Sandbox Series needs – including Load-In and Strike

Specific Requirements:

- Theatre Major or Minor preferred
- Ability to lift up to 40 pounds
- Strong Attention to Detail
- Strong Organizational Skills