

## **Stage Management Intern**

**Description:** The intern will report directly to the Production Manager while also working closely with our Stage Managers. Interns will have the opportunity to engage in the process of stage managing a show from start to finish. Great position for students or graduates seeking careers in Stage Management or Technical Theatre.

### **Learning Opportunities in this position:**

- Proper Rehearsal Etiquette & Procedures
- Work directly with an Equity Stage Manager, learning rules and contracts
- How to put together a Rehearsal Schedule
- Basic Associated Administrative Skills
- Proper Backstage Area Set-Up
- Being on book, helping actors learn lines, cueing and line notes

### **Duties Include but not limited to:**

- Assist at Rehearsals
  - Taking blocking notes
  - Tracking and Running of Rehearsal Props and Costumes
  - Being on book – Cueing & Line Notes
  - Running Lines with Actors cueing and line notes
  - Maintain Craft Table
- Load-In and Load-Out of Rehearsal Space (incl taping out rehearsal space)
- Assist with Costume maintenance during show run
- Assist with repairs, replacements, etc to maintain running show

### **Specific Requirements:**

- Theatre Major or Minor
- Must be able to lift and move 40lbs