

# The Cleveland Play House

## INTERNSHIP PROGRAM



The Cleveland Play House (CPH) internship program offers advanced training opportunities in production and administration for students and young professionals interested in a career in theatre. CPH interns learn directly about their area of interest by engaging in the day to day activities of the theatre and working alongside highly skilled theatre professionals. CPH staff members serve as mentors to each intern to ensure they have every chance for professional growth. This hands-on experience is tailored to provide the maximum educational benefit to each participant.

Interns become an integral working part of the company and are required to work the regular staff hours of the department in which they are placed (hours vary depending on the department).

These internships offer in-depth training and practical experience in many areas of theatre. If you are a bright, creative, reliable, and self-motivated individual with basic training and experience in theatre, this internship is for you.

### **Cleveland Play House interns will have the opportunity to:**

- Learn how a professional theatre company works while assisting in the day-to-day operations of the theatre.
- Be exposed to the various components that make up a major professional theatre company.
- Gain knowledge in your area of interest by helping with the specific needs of your department.
- Attain professional job skills and network with professionals in the industry.
- Receive complimentary tickets to all CPH performances as well as tickets to all CPH Opening Night performances and parties.
- Receive college credit, as arranged with your individual college or university.

### **How To Apply:**

To apply for a CPH Internship, applicants must submit all the following materials. Incomplete applications will not be considered.

1. **Application Form:** Please complete all the information requested in the form. Be sure to mark your internship preferences.
2. **Resume:** Submit your current resume with your application. Include your work, theater experience, education, and any relevant training.
3. **Personal Statement:** Provide a personal statement no longer than two typed pages, that reveals information about you that may not be represented in your resume or recommendations. Include:
  - a) Your career goals and how you anticipate fulfilling them.
  - b) Why you would like to intern at CPH.
  - c) What you hope to gain from this experience?
  - d) What can you offer our organization?
  - e) Your personal theatre knowledge and/or related experience.

4. **Two Letters of Recommendation:** These letters should be from professionals or professors familiar with your experience and skills. Please ask them to include information about the following points:
- In what capacity have you known the applicant?
  - How does he or she handle responsibility and direction?
  - How would you assess the applicant's work ethic?
  - Does the applicant demonstrate initiative and have the ability to work independently?
5. What other information can you provide about the applicant that would help us in understanding their ability to succeed in this internship?

Each applicant will be interviewed either in person or by phone the month before the internship begins. Please send all application materials in ONE envelope.

Please note that internship applications must be received by the following deadlines. Late applications will be considered on a case by case basis.

|                               |                        |                                 |                                 |
|-------------------------------|------------------------|---------------------------------|---------------------------------|
| <b>GENERAL ADMINISTRATION</b> | SUMMER SEMESTER: MAY 1 | FALL SEMESTER: MAY 1            | WINTER/SPRING SEMESTER: NOV. 15 |
| <b>PRODUCTION</b>             | FALL SEMESTER: JUN. 1  | WINTER/SPRING SEMESTER: OCT. 30 |                                 |

Please mail materials to:

**Internship Program**

Cleveland Play House  
8500 Euclid Avenue  
Cleveland, Ohio 44106

|   |   |
|---|---|
| <p><b>General Part-Time Intern Deadlines:</b><br/>Summer/Fall: May 1<br/>Winter/Spring: November 15</p> | <p><b>Production Full-Time Intern Deadlines:</b><br/><i>For Fall, Winter/Spring only</i><br/>Fall: June 1<br/>Winter/Spring: October 30</p> |
|---|---|

**Internship Descriptions**

Interns are expected to assist in the daily and ongoing operations of their respective department. All interns will be required to have an orientation, read all the plays in the season, and participate in an intern recruiting day. Interns will be expected to attend one all staff, senior staff, artistic, and production meeting, as well as a rehearsal and technical rehearsal. Interns will also need to attend one meet and greet, opening night; development, marketing, and education event, as well as usher for one performance. Each month interns will be required to attend intern forums. At the end of their experience interns will be expected to complete an evaluation of their internship experience

**Compensation**

Part-time interns (15-20 hours a week) receive \$50 a week stipend

Full-time interns (40 hours a week) receive \$100 a week stipend

**Artistic**

The Artistic Department is responsible for all artistic programming. This includes ensuring the quality of the artistic product, hiring all artistic staff, choosing the season, directing, casting, dramaturgy, and literary management.

Intern responsibilities: Interns work with Artistic Staff on projects in both the current season and future seasons. Duties include reading and critiquing scripts, assisting with casting, dramaturgy, research, and general administrative support for Artistic Staff. The intern must be extremely detail oriented, have excellent writing and researching skills, be self motivated, and demonstrate strong organizational, office, and verbal skills. The ideal candidate is interested in producing, directing and all aspects of how a play develops.

## Development

The Development Department ensures the future of The Cleveland Play House by overseeing fundraising operations. These include annual appeals to private and public sectors, donor cultivation, benefits, grant writing, and research for new sponsors.

Intern responsibilities: Interns conduct research on potential corporate sponsors, as well as compile information for sponsorship packets. Duties include maintaining donor files and assisting with donor mailings and acknowledgements. Other requirements include assisting with donor events, researching prospects, grant-writing activities, database maintenance, and preparations for committee meetings. The ideal candidate enjoys working with people, is industrious and able to multi-task, and has excellent organizational and computer skills. This is an ideal internship for those with an interest in non-profit administration and fundraising.

## Education

The Education Department oversees all educational programming for CPH. This includes programs for grades K-12 and adult education. Programs include Student Matinees, Play House College, Class Act Workshops, off site Residencies, and Adult Classes.

Intern responsibilities: Interns work with the Education Director and Education Associate to execute the educational programs. Responsibilities include reading scripts and creating study guides for teachers, assisting with Student Matinees and giving tours, maintaining contact information for schools and teachers, assisting with Play House College, and general clerical duties. Ideal candidates must have exceptional written and communication skills, enjoy working in a team environment, take initiative, and be flexible and creative. This intern is interested in teaching, administration, and finding new ways of taking theatre to the community.

## Marketing

The Marketing Department takes the Cleveland Play House to the community through advertising and public relations. This department works closely with the administration, media, archives, box office, and actors.

Intern responsibilities: The Marketing department offers two internships – one in general marketing and one in audience development. The general marketing intern will have outstanding communication, written, and interpersonal skills while paying special attention to detail. This candidate will maintain mailings and RSVP lists, assist the Public Relations manager and communicate with the press, manage in-house publicity such as lobby boards and gift cards, and assist with special events. The audience development intern will research bloggers, national audience development trends in the arts, event calendars and contacts, and staff special events in order to promote The Play House and the season. They will need to work some nights and weekends. Other required duties for both interns include general clerical work such as filing, data entry, maintaining contact lists and connecting with contacts, compiling mailings and supply orders. General computer knowledge is essential. The selected candidate should have an interest in marketing, public relations, communications, or non-profit management.

## Production

The Production Department is responsible for all aspects of production including costumes, lights, stage management, sound and scenery. They coordinate all of the technical elements of a production. This department works closely with designers, directors, musical directors and actors.

- **Please note production internships are full time 40 hours a week.**
- **There are no summer production internships available.**
- **Housing may be available for interns from out of town.**
- **Internships are subject to availability and depend on the needs of the season.**
- **Check the website, [clevelandplayhouse.com](http://clevelandplayhouse.com) to find out what is available for the 2009-2010 Season**

### **Stage Management Intern**

The stage management intern gains training in and exposure to the responsibilities and duties of a professional stage manager. Responsibilities include but are not limited to: paperwork, running rehearsals, disseminating information between different production departments, director and designers, noting blocking and tracking props. Interns will assist the Equity stage manager and production assistant throughout prep week, rehearsals and tech. They will also work as a backstage crew member for performances. The intern will learn about the Actors Equity Association-LORT contract rules and regulations. Applicants should be a recent graduate with a desire to obtain professional experience in the field of stage management. The ideal candidate would have exceptional organizational, personal skills and prior stage management experience.

### **Lighting Intern:**

Candidates should have basic knowledge of theatre lighting and electrics. The Lighting Intern works under the supervision of the Production Electrician and will assist the I.A.T.S.E electrics staff. Responsibilities will include equipment maintenance, hanging and focusing light plots and will work as an Assistant to USA Lighting Designers. The ideal candidate should have a desire for comprehensive knowledge of modern lighting equipment, basic design skills, and a theater background with technical theater experience. They should be detail-oriented, organized, interested in a high paced, multitasking environment and self-motivated.

### **Properties Intern:**

The properties intern will work closely with the Properties Master and Artisans researching, shopping and constructing props for each production. The intern will have the opportunity to assist the professional Scenic Designers with installing and creating set dressing. The ideal candidate will have knowledge in and experience working with graphic editing programs, such as Adobe Photoshop. Projects assigned to the intern may involve sewing, metal work, upholstery, carpentry, and crafts. Experience with these skills preferred. They should be detail-oriented, organized, interested in a high paced, multitasking environment and self-motivated.

### **Scenic Art Intern:**

Scenic art interns work with resident Scenic Artists, shop staff, and carpenters in all areas of scenic construction, scenic painting, prop construction, and special crafts projects. This internship is recommended for students interested in set design or scenic art careers. Scenic painting interns should have some basic skills in drawing, painting, and paint color mixing. They should also be comfortable working on their feet all day and working on ladders. They should be detail-oriented, organized, interested in a high paced, multitasking environment and self-motivated.

### **Costume Intern:**

The costume intern assists the Costume Shop Manager and staff in all aspects of construction, shopping, fitting and maintenance of costumes for each production. They will be a part of the costume design process from start to finish. Depending on the applicants skill and desire, they have the ability to be the assistant to a professional USA Costume Designer. Applicants should have basic costume construction and sewing skills. They should be detail-oriented, organized, interested in a high paced, multitasking environment and self-motivated.

Production Internships are sponsored by the **Susan B. Watson Fellowship**

# The Cleveland Play House

## INTERNSHIP APPLICATION FORM

### PART 1: Checklist

Please make sure you have included the following items in your application

- Application Form     Personal Statement     Resume     Two Letters of Recommendation

#### General Part-Time Intern Deadlines:

Summer: May 1  
Fall: May 1  
Winter/Spring: November 15

#### Production Full-Time Intern Deadlines:

*For Fall, Winter/Spring only*  
Fall: June 1  
Winter/Spring: October 30

Please mail materials to:

**Internship Program**  
Cleveland Play House  
8500 Euclid Avenue  
Cleveland, Ohio 44106

or email to  
chartenstein@clevelandplayhouse.com

Please check would you like to intern?

- Summer     Fall     Winter/Spring

This PDF is in typable format. It allows you to click above each title and type the information.

### PART 2: Personal Information

**Name:** First Last Middle

**Address:** Number/Street City/State Zip

**Phone:** Home Work Cell

**Email**

**Academic Information:** School Major Year

### PART 3: Internship Selection

- General Part Time     Production

Please mark your preference from 1-3  
(1 being your top preference)

Please select one.

#### General Part-Time Intern

- \_\_\_\_\_ Artistic  
\_\_\_\_\_ Development  
\_\_\_\_\_ Education  
\_\_\_\_\_ Marketing

#### Production Full-Time Intern

- \_\_\_\_\_ Fall: Stage Management  
\_\_\_\_\_ Fall: Costumes  
\_\_\_\_\_ Winter/Spring: Stage Management  
\_\_\_\_\_ Winter/Spring: Lighting

## PART 4: Letters of Recommendation

Please list all the individuals who will be submitting letter of recommendation on your behalf

|          |                               |              |      |
|----------|-------------------------------|--------------|------|
| <b>1</b> | <b>Name</b>                   | <b>Title</b> |      |
|          | <b>Address:</b> Number/Street | City/State   | Zip  |
|          | <b>Phone:</b> Home            | Work         | Cell |
|          | <b>Email</b>                  |              |      |

|          |                               |              |      |
|----------|-------------------------------|--------------|------|
| <b>2</b> | <b>Name</b>                   | <b>Title</b> |      |
|          | <b>Address:</b> Number/Street | City/State   | Zip  |
|          | <b>Phone:</b> Home            | Work         | Cell |
|          | <b>Email</b>                  |              |      |