Arizona Theatre
Professional Internship Program

Marketing and Literacy Internship Opportunities

Welcome!

Applications for our 2014-2015 Professional Internship Program are now available.

Arizona Theatre Company offers recent college graduates an opportunity to bridge the gap between the worlds of academia and professional theatre through our Professional Internship Program. We have fantastic plans for our 48th season and we would like to invite you to become a part of our family.

“One of my favorite aspects of this position is being able to work in many areas of the theatre, rather than having a solitary focus. The internship has allowed me to develop my skills in an amazing community. I’m coming to know my strengths and how to capitalize on them, and taking advantage of ATC’s resources to make professional connections that will be pivotal in entering the next phase of my career. I could not be happier to have come to Tucson to participate in this program. Even if I am moving on at the end of the year, I know I will always have a home here.”

– Natasha Smith, 2013-2014 Artistic Intern

ATC supports the ongoing learning of two or three full-time professional interns every season. Each internship is tailored for the specific individual, and is built around their personal passions, abilities, and educational goals. We provide our interns with a solid and inclusive professional experience within our company that serves as a springboard to their future career.

In keeping with our mission to engage emerging theatre artists to produce work of the highest caliber, and to provide an educational bridge between our communities and our work, Arizona Theatre Company is looking for people with extraordinary talent and potential to join us next season. You must currently still be enrolled as a full-time student or have recently graduated from a university program to apply.
How to Apply

Download and return our application form (located under "Resources" below) along with two letters of recommendation and a current resume. No cover letter is necessary.

Specific skills vary by department but basic requirements include a confident use of English, computer literacy, a sense of humor, passion, and curiosity.

Internship Dates: August 2014 through May 2015. Specific start and end dates are negotiable.
Application Deadline: March 31, 2014.

What We Offer

During the 2014-2015 season we can offer a limited number of internships in the following departments:

- Artistic and/or Education
- Marketing
- Company Management
- Stage and Production Management
- Technical Theatre

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 intern year;
- Creative development with ongoing evaluation and skills-based learning;
- Production experience: interns are involved in all in-house productions;
- 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 your individual needs and interests;
- Personalized mentoring;
- Complimentary tickets to all ATC productions;
- A supportive and welcoming environment in which to grow, and the opportunity to speak with previous interns.
Internships are non-compensated positions; we offer full time interns (40 hours per week) a small contribution to help with living expenses. Full time internships are usually based in Tucson with occasional travel to Phoenix.

**Internship Descriptions**

**Artistic and/or Education**

This internship provides general administrative support to the Artistic, Education, and Literary departments; each individual’s main focus will vary depending on interest and availability. As artistic intern you will assist the Artistic and Associate Artistic Directors with administrative duties, including communication with guest artists, facilitating auditions, and responding to information requests, and also support ATC’s Café Bohemia and Intermezzo series. You will also be present in rehearsals as assistant to the director for multiple mainstage shows in our season and, where applicable, supervise and rehearse understudies. In addition to those responsibilities you will also assist the literary and education departments by reading play submissions, contributing to Play Guides, processing student and teacher surveys, and providing support with school workshops and community outreach. Applicants for this position should be creative, organized, have great initiative and possess excellent communication skills. This internship is offered as a full-time position only.

**Marketing**

In addition to providing general administrative support to the Marketing department, this intern will assist in the execution of promotions and e-marketing projects as well as the planning and execution of special events and opening night receptions; maintain press clips, photo, and marketing archives; manage the distribution of promotional materials; and conduct research for collateral, publications, and special projects. The marketing intern will also provide marketing support for the Education and Literary departments and for ATC’s Café Bohemia and Intermezzo series. This internship is offered as a full- or part-time position.

**Company Management**

The company management intern will assist the company manager in all areas of guest artist relations, including but not limited to: maintaining guest artist housing and vehicles; scheduling and facilitating guest artist and staff travel to, from, and within Arizona; planning and hosting company Meet & Greets; and keeping updated paperwork for the company management department. Candidates for this position should be a flexible and creative problem solver, have a keen eye for detail, and possess excellent written and verbal communication skills. This internship is offered as a full-time position only.
**Stage and Production Management**
The stage and production management intern will assist the Production Manager and Assistant Production Manager with day-to-day logistical planning, communicating with technical and artistic staff, and assisting with administrative duties such as expense coding and production meeting minutes. You will also have opportunities throughout the season to work closely with Equity stage managers in rehearsal and performance, with the option to work as part of the technical run crew for our mainstage shows, and provide support for ATC’s Café Bohemia and Intermezzo series. Roles can vary from season to season, but all offer unique learning and participation experiences. Applicants for these positions should have some prior experience in stage or production management. This internship is offered as a full-time position only.

**Technical Theatre**
Technical theatre internships are available in the following areas: Costumes, Props, Electrics/Lighting, Sound, Scenic Construction, and Scenic Painting. 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. Applicants for these positions should have some prior experience in their field. These internships are offered as full or part-time positions.

**Resources**

2014-15 Professional Internship Application

All resources are in PDF format.

**Intern Journals**

Natasha Smith

**For More Information**

Tucson/Phoenix:

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