



COLLEGE INTERNSHIP/APPRENTICESHIP/OBSERVERSHIP APPLICATION GUIDE SUMMER 2024

We are seeking collegiate artists of all cultural and racial backgrounds, gender identities and disabilities for our 2024 Season Internship/Apprenticeship/Observership Program. Our goal is to tell these compelling stories with a company of committed theatre artists in a supportive, inclusive and equitable environment.

About the Programs

College students can gain experience and valuable training by participating in our Internships, Apprenticeships and Observerships. Learn from industry pros, make connections and participate in additional masterclasses and workshops alongside production responsibilities for the Summer Season.

Internships are *paid positions and some positions may be offered housing*. Internship departments include Administration, Technical Production, Stage Management, Wardrobe or Music.

Apprenticeships are *volunteer positions, without housing options* and are available in the same departments as Internships.

Observerships are *volunteer positions, without housing options* and are available in the areas of Direction and Choreography.

***Internship, Apprenticeship and Observership Applications are DUE FEBRUARY 1, 2024.
Please continue reading this entire guide for instructions, requirements and what to expect.***

How to Apply

Fill out the [2024 College Intern/Apprentice/Observer Application](#). As part of this application, you must attach a **resume** and **cover letter** expressing your interest in this opportunity.

A Letter of Recommendation is also required from a teacher or mentor who knows your work. This letter should be submitted by the recommender to info@lexingtontheatrecompany.org with the subject line "2024 RECOMMENDATION - Your Name."

From there, candidates who are moving on in our process will be asked to complete a Zoom Interview with our Team during the month of February.

Offers and Invitations to the Program will go out the first part of March 2024. You will hear from us either way, throughout the process.

DEADLINE TO SUBMIT ALL MATERIALS IS FEBRUARY 1, 2024.

Working at The Lex

We strive to offer our Interns, Apprentices and Observers an exciting and fulfilling educational experience, in a professional environment. Students will have hands-on opportunities to learn from masters in their field, make connections in the industry, take part in workshops and classes outside of rehearsals and be a part of a vibrant, collaborative community.

The Lexington Theatre Company offers competitive stipends of \$400/week, for Interns only; housing is available for some out-of-town students. Apprenticeships and Observerships are volunteer positions, and no housing is available. Travel to, from and within Lexington during the season is the responsibility of all Interns, Apprentices and Observers. College credit may be available, pending the requirements/approval of your university.

Please note: if you select on your application that you have Local Housing, we will not include a Housing package with your Internship offer.

Interns are required to be at all rehearsals and performances and/or any additional departmental work requirements. (See Performance/Rehearsal Dates and Department Breakdowns for more details.)

Apprentices and Observers may have more flexible schedules. It is possible to combine an Apprenticeship or Observership with another part-time job. This will be reviewed on a case by case basis. Any known conflicts or other part-time jobs (days/hours) should be submitted on your application.

The Lexington Theatre Company operates on a LOA to COST Contract with Actors' Equity Association.

The Internship Project

In addition to the mainstage shows, the Summer Season Intern Cohort will collaborate on the production of the mid-season cabaret performance of the collegiate performers. Putting into practice what you have learned, you will get the opportunity to produce/manage/design/direct your own event as a group, with the help and support of your department mentors.

Rehearsal/Performance Dates & Creative Teams

- Summer Internships begin June 24, 2024 and end on or about August 4, 2024.
- Interns should be available for the entire summer season.
- Apprentices and Observers may request to be considered for only one show.
- Typical Daily Rehearsal Schedule is 9:00am-6:30pm, with a 90 minute lunch break. There are two 10 out of 12 rehearsal days in our Tech Process.

Fiddler on the Roof

Intern Pre-Production: June 24 & 25

Rehearsals: June 26 - June 29

Full Company Rehearsals/Load-In: July 1-6

Orchestra/Tech Rehearsals: July 7 (afternoon/evening); July 8-10 (two of these days are 10 out of 12's)

Performances: July 11-14, 2024

“Concert Under The Stars” - Intern Project - July 16, 2024

Jersey Boys

Rehearsals: July 17-20

Full Company Rehearsals/Load-In: July 22-27

Orchestra/Tech Rehearsals: July 28 (afternoon/evening); July 29-31 (two of these days are 10 out of 12's)

Performances: August 1-4

Department Breakdowns

These requirements are for Internships.

Apprentices/Observers may apply even if this skill set is still a work in progress.

MUSIC:

Skills required/preferred PRIOR to the internship:

- basic knowledge of reading music/music theory (required)
- basic choral training (required)
- piano skills (preferred)
- basic knowledge of reading full orchestral score (preferred)
- basic knowledge of transposition of orchestral instruments (preferred)
- previously studied voice in private studio (preferred)
- music notation software knowledge (preferred)
- Mainstage programming knowledge (preferred)

What Interns can expect to learn and do as part of the internship:

- hands-on training/observation of music department of large-scale musical in fast-paced summer stock season
- assist music director as needed
- assist associate music director as needed
- assist rehearsal accompanist as needed
- assist with warm-ups as needed
- score preparation
- pit set-up preparation
- keyboard programming preparation

Typical schedule:

Typical schedule follows the cast/rehearsal schedule; however, days can sometimes start before the cast

arrives and may end after the cast departs. Interns also need to always be prepared as sometimes needs arise at the last minute. Interns are joining a fast-paced, professional environment where the entire team pulls together to make theatrical magic happen.

WARDROBE:

Skills required/preferred PRIOR to the internship:

- general interest or knowledge in costumes (required)
- willingness to learn (required)
- hand and machine sewing experience (preferred)

What Interns can expect to learn and do as part of the internship:

- basic hand and machine sewing
- how to create wardrobe paperwork and run a show
- basic alterations
- repair work
- how to take fitting notes

Typical schedule:

- 10 a.m. – 4 p.m. Monday-Saturday of the first two weeks, prior to tech
- Tech schedule matches actors' rehearsal schedule with Wardrobe Team usually coming in prior to the actors' arrival and leaving after actors' departure.

Please also let us know:

- What level of sewing information/experience you have.
- How comfortable you are running a show/if you have ever run a show.

STAGE MANAGEMENT:

Skills required/preferred PRIOR to the internship:

- familiarity with Microsoft Word/Excel
- comfortable moving quickly, efficiently and safely
- familiar with basic stage management paperwork. (i.e. run sheets, presets, entrance/exit plots)
- general knowledge of all departments of theatre
- knowledge of stage management techniques, rehearsal and performance processes
- positive attitude
- willingness to learn

What Interns can expect to learn and do as part of the internship:

- Stage Management Intern will work with the Stage Management Team and Properties Department to help coordinate/run props during the productions.
- Interns and Apprentices will also learn rehearsal management techniques in an Equity rehearsal process, and will assist with backstage management and running crew duties during performances.

Typical schedule:

Typical schedule follows the cast/rehearsal schedule, however days will start before the cast arrives and will end after the cast departs.

TECHNICAL PRODUCTION:

Skills required/preferred PRIOR to the internship:

- scenic construction class (required)

- ability to use basic tools (drill, hammer, etc.) (required)
- ability to identify and locate different types/sizes of brushes, hardware, power tools (required)
- good work ethic (required)
- ability to work independently (required)
- organized, keeping up a tidy work space, cleaning up at end of work day (required)
- follow instructions (required)
- hands-on experience with construction and painting in a scene shop/paint shop, using scene painting techniques beyond base coating (preferred)

What Interns can expect to learn and do as part of the internship:

- helping to load sets/props in/out
- assist in organizing & taking inventory of props/sets
- assessing needed prop/set repairs and assist with completing repairs and touch ups
- assist with construction of needed props
- assist with painting of props
- assist with run of show including backstage run crew opportunities

Typical schedule:

Typical schedule follows the cast/rehearsal schedule, however days will start before the cast arrives and will end after the cast departs. Load-in Days at the venue may begin as early as 8am.

ADMINISTRATION:

Skills required/preferred PRIOR to the internship:

- knowledge of Microsoft Word/Excel, Google Drive and Google Suite (required)
- strong time management and communication and people skills (required)
- organized and detail oriented (required)
- proactive, self-motivated and passionate about theatre (required)
- possesses a “can-do” spirit and is excited about working in a team environment (required)
- knowledge of Canva, Photoshop, various social media platforms (preferred)

What Interns can expect to learn and do as part of the internship:

- hands-on training and observation in numerous areas of Arts Administration, including marketing, public relations, development, social media, company management, general management, producing and community relations
- opportunity to observe creative process
- opportunity to hone interpersonal skills with team and patrons
- gain experience working in a fast-paced, professional environment
- local and national networking opportunities

Typical schedule:

- Typically follows Rehearsal/Tech/Performance schedule