

# INTERNSHIPS

## @ THE 5TH AVENUE THEATER

The Internship Program uses the resources and professional knowledge that exist at The 5th Avenue Theatre to empower students and early career professionals, help them to achieve fulfilling careers and to ensure that a vibrant and expert community of theater professionals, arts leaders, and arts advocates will continue to carry musical theater into the future.

Within this mission, we endeavor to:

1. provide college students and early career professionals with hands-on experience in theater-related careers;
2. create meaningful partnerships with local colleges, universities, and trade schools; and
3. take a proactive role in creating a theater community which is inclusive and representative of our region.

## OVERVIEW

- You will be provided relevant training and given specific responsibilities and projects under the guidance of experienced theater professionals
- You will be placed at a desk and computer, and will be supplied with a 5th Avenue staff e-mail account
- You will work closely with staff and management in order to gain a fuller understanding of how a large non-profit arts organization functions
- The Theatre will complete any paperwork needed in support of academic credit that you will receive for participating in this internship. However, you are responsible for arranging this with your school.
- 5th Avenue internships are unpaid and ineligible for employee benefits.

**HOURS** Internships are a minimum of 10 weeks, and at least 15 hours weekly. Hourly requirements can vary depending on the area of internship. It is up to each intern and his or her supervisor to set a working schedule.

**ACADEMIC CREDIT** Interns are responsible for contacting an appropriate advisor and arranging all necessary paperwork needed for academic credit. We are happy to complete all relevant paperwork, but please give your supervisor ample time for processing.

**TICKET COMPS & EVENTS** All interns are invited to any opening night events to which full-time staff are invited. Interns are also included in all comp offers. Generally, staff members are offered two comps for each show. The 2016/17 Season is: *Man of La Mancha*, *Disney's The Little Mermaid*, *The Pajama Game*, *Rising Star Project: The Pajama Game*, *Romy and Michele's High School Reunion*, *Fun Home*

**REHEARSALS & TECH** We have an open rehearsal room policy for most rehearsals of 5th Avenue productions. As an intern, you are welcome to attend rehearsals as approved arranged by your supervisor.

**APPLICATION** We field internship applications throughout the season. Some departments will hire interns as needed. Many departments will review applications quarterly:

QUARTER	REVIEW PERIOD	APPROX. START
FALL 2017	Sept 8 - 22	Sept 27
WINTER 2018	Dec 4- 18	Jan 8
SPRING 2018	March 5 - 19	March 26
SUMMER 2018	May 28 - June 11	June 19



## AVAILABLE INTERNSHIPS

**ARTISTIC/PRODUCING** Intern provides administrative support with heavy clerical duties to the Artistic department. The Producing Intern reports to a member of the artistic department. Duties include rehearsal and performance support, research for upcoming productions, casting department support, special event support, administrative and production paperwork and projects. Some evening and weekend hours may apply.

**COMPANY MANAGEMENT** Intern works directly with the Company Manager to write, track and distribute contracts, assist with needs of out-of-town artists, collecting and assembling contact information for guest artists, assist in hosting company events, and various administrative duties as assigned.

**DEVELOPMENT** Intern assists the Development Department with all aspects of fundraising including, but not limited to, the Annual Fund Campaign, our fundraising gala, the Major Gifts program and various other fundraising events and campaigns. Heavy clerical work including filing, writing correspondence and invitation stuffing are daily activities. High attention to detail and exceptional organizational skills are a must. The Development Intern will gain first-hand experience in fundraising for a national leader among non-profit theatres.

**EDUCATION** Intern works with the Education and Outreach Programs Manager with duties as needed including assisting in marketing for education programs, maintaining files and records for the 5th Ave Awards, researching for upcoming shows, maintaining education files as well as general support as needed. Some evening and weekend hours may apply.

**NEW WORKS** Intern assists the Director of New Works with planning and organizing the 5th Avenue's New Works Program. Duties include, but are not limited to: reading, listening and responding to submissions of new musicals; writing letters on behalf of the Director of New Works; maintaining the New Works library; assisting on New Works

retreats, residencies, readings and developmental workshops. Organization skills, prose writing skills, knowledge of musical theatre repertoire, and an interest in new musicals are prerequisites for this position. 30 hrs/week. Some evenings and weekends may be required.

**MARKETING/COMMUNICATIONS** Intern is offered an opportunity to work on the development of marketing campaigns, social media campaigns, creation of new sales opportunities and promotional events. Major responsibilities will focus on audience development and publicity efforts including assisting in identifying target audiences, offering incentives/discounts to increase ticket sales (and tracking them), developing partnerships with third party vendors and distribution of marketing materials. High attention to detail, superb writing/editing skills and communication are a must.

**STAGE MANAGEMENT** Intern works directly with the stage management team of specific 5th Avenue productions as a production assistant during pre-rehearsal, rehearsal, tech and performance. Duties will include rehearsal setup and strike, taking blocking notes, tracking paperwork, and running shows. Stage management experience is preferred. Some evening and weekend hours will apply. **(Full time commitment preferred: 32+ hours/week)**

**FINANCE** Intern works directly with 5th Avenue Ticketing Department. Candidates should have an interest in theatre and business. Duties will include learning the industry standard Tessitura Ticketing System, maintaining files and records for Season Package orders, and handing out will call tickets before performances. Some evening and weekend hours may be required (Can be combined with Front of House Internship).

**CASTING** Intern works with the artistic department, assisting in matters regarding casting of future productions. Helps to coordinate casting events and works with the directors to schedule casting times and dates. Needs to be both cordial and respectful when dealing with high stress situations. Some evening and weekend hours apply.

**PRODUCTION** Intern will work directly with the 5th Avenue Production department in supporting day-to-day artistic, operational, and technical needs. Tasks and hours vary depending on season schedule.

# 2017/18 5TH AVENUE THEATRE INTERNSHIP APPLICATION

*For college students and early career professionals.*

The 5th Avenue Theatre offers a comprehensive, full-time and part-time internship program. The 5th Avenue strives to create internship opportunities that maximize the applicant's specific skill set and develop future musical theater professionals.

Applications are accepted throughout the season.

REVIEW PERIODS, \*APPROX START DATE

SEPTEMBER 8 - 22, \*SEPTEMBER 27

DECEMBER 4 - 18, \*JANUARY 8

MARCH 5 - 19, \*MARCH 26

MAY 28 - JUNE 11, \*JUNE 19

NAME

SCHOOL (current or recent)

HOME ADDRESS

CITY

ZIP

HOME PHONE

E-MAIL

WHEN ARE YOU AVAILABLE TO START?

ARE YOU INTERESTED IN EXTENDING BEYOND 10 WEEKS?

PLEASE INDICATE INTERNSHIP(S) OF INTEREST TO YOU:

- |   |   |
|---|---|
| <input type="checkbox"/> DEVELOPMENT                | <input type="checkbox"/> FINANCE            |
| <input type="checkbox"/> EDUCATION                  | <input type="checkbox"/> ARTISTIC/PRODUCING |
| <input type="checkbox"/> MARKETING + COMMUNICATIONS | <input type="checkbox"/> COMPANY MANAGEMENT |
| <input type="checkbox"/> GRAPHIC DESIGN             | <input type="checkbox"/> NEW WORKS          |
| <input type="checkbox"/> FINANCE                    | <input type="checkbox"/> CASTING            |
| <input type="checkbox"/> GUEST SERVICES             | <input type="checkbox"/> STAGE MANAGEMENT   |
|   | <input type="checkbox"/> PRODUCTION         |

## APPLICATION CHECKLIST

To complete your application please attach the following:

- LETTER OF INTEREST
- UPDATED RESUME
- ONE (1) LETTER OF RECOMMENDATION

PLEASE LIST TWO REFERENCES

NAME

PHONE / E-MAIL

NAME

PHONE / E-MAIL

**SUBMITTING YOUR APPLICATION** Applications can be submitted by mail or electronically (PDF files).

➤ **HARD COPIES** should be sent to:

THE 5TH AVENUE THEATRE  
1326 FIFTH AVE - SUITE 735  
SEATTLE, WA 98101  
ATTN: INTERNSHIPS

➤ **PDF FILES**  
of scanned applications  
should be e-mailed to:

INTERNS@5THAVENUE.ORG

QUESTIONS OR CONCERNS?

(206) 625-1418  
interns@5thavenue.org