

Internships at Indiana Repertory Theatre

The Indiana Repertory Theatre internship program offers an exciting opportunity for college and graduate students to gain professional experience by:

- working side-by-side with extraordinary artists, administrators, and technicians.
- being actively involved in the production of world-class theatre among a variety of departments.
- partnering with each student, university, and department to develop a course of study that best meets the needs of all parties.
- delivering experienced-based, hands-on learning opportunities that provide the necessary skills to become a viable candidate in a highly competitive field.



INDIANA
REPERTORY
THEATRE

Internships are individually designed for each student and IRT works with interns and advisors when necessary to develop a course of study which best reflects the needs of the participant and the department. Department heads will give interns tasks and challenges that will provide direct support to our day-to-day activities. The IRT internship program is designed to be an experienced based, hands-on learning opportunity providing the skills necessary to be a viable candidate in a highly competitive field.

For internships during the academic year, applicants must be enrolled for credit in a college or university to be eligible. For summer internships, applicants must be enrolled for credit in a college or university for the upcoming semester to be eligible.

For more information, please contact Randy Pease at 317.916.4842 or by email at rpease@irtlive.com.

Administrative Internship Descriptions

Company Management

This position is for a high energy person who understands the important role of a "facilitator." The intern is part of the Artistic/Production Team and will assist the Company Manager with the day-to-day duties of making the guest artists of the theatre have a positive experience. The intern will be involved with travel and housing arrangements for guest artists (including trips to the airport), contracting LORT and TYA artists, and assisting with Artist Cafes. This intern will have contact with all guest artists including actors, designers, directors, and freelance artists. A car and/or a valid driver's license are important for this candidate. Scheduling can be flexible, but will frequently include evening and weekend assignments. *Not available during the summer.*

Development/ Fundraising

The IRT is seeking a current undergraduate or graduate student in philanthropic studies or nonprofit management who is interested in serving as an intern and providing a wide range of database, research, administrative, and general support to the IRT's development team. In return, the IRT will provide an opportunity for the intern to gain experience in and a greater understanding of areas such as fundraising, philanthropy, arts and nonprofit management, and the day-to-day operations of a nonprofit organization in the Indianapolis and Greater Indiana community. The Development Intern will report to the Director of Development and will support the entire development team. *Internships are available on a rolling basis.*

Dramaturgy

This program provides training for a self-motivated person interested in gaining exposure to the processes involved in organizing, maintaining, and providing research for directors, actors, and publications used in conjunction with a production. The dramaturgy intern works with the staff dramaturg assigned to a show and the artistic director. This intern will be exposed to the pre-production process of gathering information, script analysis, and research into time period, historical information, and social influences on the characters of a play. There will be exposure to the rehearsal

process, working with directors and actors. Participants will have input into the organization of material for the playbill and study-guides for students. Strong writing skills are a must.

Education

The internship with our education programs presents an opportunity for an individual to work closely on several projects involving student matinees, family and youth activities/classes, tours of the facility, artist-in-the classroom workshops, and other education events. Interns will also attend staff meetings and have input on the continuing development of outreach programs. Scheduling will include some weekends and evenings. This internship gives an individual exposure to the important role of education as a part of IRT's mission. Not available during the summer.

Marketing and Sales

The marketing and sales internship presents an opportunity for a person to work on many different projects involving ticket sales and renewals, audience development, advertising, patron correspondence, and more. Interns will also complete public relations work on press releases and correspondence with other theatres, businesses, and regional publications. In an intimate environment, the intern will attend staff meetings and have close contact with administrative personnel, exposing them to many aspects of a career in theatre administration. Marketing interns will also be involved in our online and social media activities and, if their schedule allows, may be asked to represent the theatre at public events. *Not available during the summer.*

Patron Services

The Patron Services department encompasses four areas: ticket office, house management and bar, maintenance, and special events. The patron services intern will work mainly in the ticket office and special events areas of the department. Duties and Responsibilities include: scheduling special events at the IRT, maintaining space rental agreements, scheduling building tours, working directly with event contractors, including caterers, flower shops, and equipment rental, assisting with mailings in the ticket office, maintaining space usage calendar for the entire building, attending event-planning meetings, assisting with preferred catering contract negotiations and assisting with building preparations for events. *Not available during the summer.*

Summer Youth Workshops

The IRT Summer Youth Workshops experience is an immersion into the creative process of theatre. Young people with a passion for this art form learn about theatre-making from professional actors, administrators, directors, and technicians, as well as their peers. Interns work with children ages 8-18, assist professional teachers with daily assignments as well as leading theatre warm-up games, maintaining class spaces, and supporting administration. Applicants should be self-motivated, responsible, creative, and passionate about working with youth. *Only available during the summer.* This is a five-week, 40-hour per week, \$150 weekly stipend position. Applicants must be available from mid-June to mid-July from 8:00am-4:30pm. Learn more about Summer Youth Workshops at www.irtlive.com/summer.

Video Production

Producing more than 45 short video segments each year, interns must have a firm understanding of the IRT's video editing software and equipment as well as an ability to efficiently crank out segments – sometimes on short notice. This fast-paced opportunity will fine-tune your chopping skills and add projects to your portfolio. What you will learn: to develop interview questions and manage the interview process; to work cross-departmentally to effectively communicate video-production needs; to create compelling segments for our internal and external audiences. What we require: proficiency in Adobe Premiere, knowledge of Adobe Suite a plus, Photoshop knowledge a plus, ability to think creatively and develop patron-focused, highly engaging and shareable content, highly social, positive and collaborative, must have taken or be enrolled in junior-level coursework, availability three days a week, all opening nights and some special events.

Production Internship Descriptions

Costuming

The costume shop intern works with the IRT costume staff in the creation and collection of costumes for all productions. Participation involves working with shop staff on assigned projects, meeting with shop manager, directors, stage managers, and designers as a production is developed. The intern will attend rehearsals, production meetings, and staff meetings. This internship is designed to expose candidates to the professional production process, to help give insight into the costume industry, educational opportunities, and career choices. Interns will gain knowledge about the skills and methods of building modern and period costumes, from the design on paper, through muslin fittings, and finishing the final garment in fabric. *Not available during the summer.*

Electrics

This position is designed to expose the student to the area of theatre lighting production in the professional regional theatre. The candidate will assist the electrics department in the various tasks necessary to mount full-scale productions. Interns will be exposed to the process of pre-production planning, load-ins, hanging and focusing lighting plots, lights cueing, and maintenance of a light plot. The intern will assist in routine maintenance, repairs, assistance with designers' needs, programming of the light board, and will be on call for the hang and focus and during tech and preview weeks. *Not available during the summer.*

Production Management

This intern works directly under the supervision of the production manager and is involved with the work of the production department heads, stage managers, crews, and designers. The intern has exposure to scheduling multiple projects, special events planning, design development, and the daily workings of the production department. Interns must demonstrate high energy level, initiative, and the ability to work simultaneously on multiple projects. Experience in stage management and technical theatre is a plus. *Not available during the summer.*

Properties

The purpose of this internship is to expose the students to a professional theatre props shop, staff, and the methods and skills necessary to produce properties for modern and period productions. The intern will assist IRT prop shop staff in the construction and fabrication of properties for the stage. Participation includes meetings with prop shop manager, directors, stage managers, and designers. The intern will attend rehearsals, production meetings, and staff meetings. This internship is designed to expose candidates to the professional production process, to help give insight into the operations and maintenance of the properties shop, educational opportunities, and career choices. *Not available during the summer.*

Scenery

The purpose of this internship is to expose the students to a professional theatre scene shop, staff and methods and skills necessary to produce scenic elements for a LORT theatre. The intern will work with the Technical Director, Assistant Technical Director and the shop staff to plan and fabricate scenery and mechanics. The intern will be exposed to a variety of construction techniques, materials and equipment, such as wood construction, metal working and welding, hydraulics, pneumatics and electronics. The proper use and handling of these materials and processes will be part of this experience. The scene shop will sometimes work long weeks in excess of 40 hours and will require heavy lifting and physical strain. *Not available during the summer.*

Scenic Art

This internship is designed for students who are interested in pursuing a career in scenic design or scenic art. The intern will work with the Charge Scenic Artist and crew to produce surface treatments for IRT productions that may range from 2-D faux finishing techniques to textural applications, drawing, carving, and preparing and painting backdrops. Interns will have an opportunity to explore a topic/technique of their choosing in addition to whatever the IRT productions offer. Safe practices will be emphasized. The Paint Shop sometimes works evening and weekend calls. *Not available during the summer.*

Sound

This position is designed to expose the student to the area of theatre sound production in the professional regional theatre. The candidate will assist sound department in the various tasks necessary to mount full-scale productions. Interns will be exposed to the process of hanging and preparing a sound plot, creation of sound effects, research of music and sound effects, and sound level sets. Intern will assist in routine maintenance, repairs, assistance with designers' needs, learn sound programming and playback software, and will be on call during tech and preview weeks. *Not available during the summer.*

Stage Management

This program provides training for a highly motivated person interested in gaining exposure to the processes involved in organizing, maintaining, and running rehearsals. The stage management intern is a part of the stage management staff and will be exposed to the entire rehearsal process, working with rehearsal costumes and properties, attending production meetings, and working with professional actors. Participants will be exposed to Actors' Equity rules for a LORT theatre, planning and running rehearsals, communicating with production departments, setting up a rehearsal space, and reading and using blueprints. Stage management interns will also be exposed to the technical rehearsal process, and running and maintaining a show. *Not available during the summer.*