

Internship Opportunity

Spring 2017

Performing Arts Production Intern

Maryland-National Capital Park and Planning Commission

Department of Parks and Recreation, Prince George's County, Arts and Cultural Heritage Division

Seeking a paid Intern to work with the Teen Performance Ensemble and the Prince George's Children's Theater, programs which provide summer employment and training in the performing arts for high school aged youth in Prince George's County. The Intern will review script submissions for the Teen Touring Ensembles, support production meetings, create the tour schedule, and will create an employee handbook for the teen actors. This internship will be for the months of January 2017 – May or June 2017, depending on school schedule. The Intern will work 10 – 15 hours per week.

Desirable candidates would be college juniors, seniors, or graduates with performing arts major or minor concentration and experience working with youth.

Duties will include:

- Read prospective plays for the teen touring ensembles as they are submitted in January. Help select the plays to be produced.
- Attend production meetings with the two touring ensembles' creative teams to answer questions and facilitate their creative process.
- Attend auditions for the ensembles, explain program, answer questions from teens and parents.
- Attend rehearsals in the evening and on weekends, check hiring paperwork, troubleshoot hiring process, be the liaison with community center staff.
- Assist in planning process for the ensemble showcase that happens in July.
- Create employee handbook for teens.

Pay: \$12.28 - \$19.03, depending on experience and education level

To Apply: Send cover letter and resume to Christel Stevens at christel.stevens@pgparks.com.

Deadline: Applications due via email by Friday, November 18, 2016



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