



# **F**lorida **S**tudio **E**theatre

**Richard Hopkins, Artistic Director**

## **SARASOTA'S CONTEMPORARY THEATRE**

- Florida Studio Theatre (FST), a LORT D Theatre, has been in operation in Sarasota since 1973. During its history, FST has grown into a theatre with an annual budget of \$7 million and over 35,000 subscribers a year— more than any theatre its size in the country.
- The FST campus is a village of theatres including the historic Keating Theatre (173 seats), the Parisian-style Goldstein Cabaret (109 seats), and the Hegner Theatre Wing; which houses the Gompertz Theatre (237 seats), the John C. Court Cabaret (110 seats), and the Bowne's Lab Theatre (100 seats).
- FST presents six main programs: Mainstage, Cabaret, Stage III, Education, Children's Theatre, and New Play Development. FST primarily produces world premieres and contemporary works produced on- or off-Broadway within the last five years. By focusing on the works of contemporary writers, FST offers plays to its audience not usually produced by other area theatres.
- FST has an extensive Education program which offers up to 30 classes weekly. FST's touring company reaches over 50,000 students annually in the Southeastern United States and beyond, inspiring them to write plays for FST's annual Young Playwrights' Festival.
- New Play Development is an integral part of FST and its mission. FST receives over 500 plays a year from established and emerging writers. Many new scripts developed through this program reach our stages. Our Mainstage alone has produced more than 38 world premieres and 100 regional premieres over FST's history.

## APPRENTICESHIP/INTERNSHIP OVERVIEW

- This full-time, immersive program assists aspiring theatre professionals in transitioning from the academic to professional world. Participants receive practical learning experiences, engage in independent and collective projects, and work entry-level positions in various administrative and production departments.
- The average work week spans over 6 days with 48-52 hours, including holidays (as audiences are typically large on holidays), and not allowing time or energy for side jobs.
- All applications will go through preliminary review to determine final candidates. Final candidates will undergo a further in-depth interview with the appropriate department head.

### Compensation package includes:

- Free, furnished shared housing, including utilities, cable, and internet.
- \$120 weekly stipend.
- 25% discount at The Green Room Café & Bar.
- Two comp tickets to each FST production.
- Professional development, networking opportunities, and admission to FST classes & workshops.

### To be eligible for consideration, applicants must:

- Be at least 21 years old.
- Be able to commit to a year-long program.  
(Starting in May or September)
- Have appropriate academic and/or professional experience.
- Be able to relocate to Sarasota for the length of the internship.

## TO APPLY

Submit the following via email with the Subject “FST 18-19 Intern Application” to Jill Zakrzewski, General Manager, at [jzakrzewski@floridastudiotheatre.org](mailto:jzakrzewski@floridastudiotheatre.org)

- Completed application.
- Headshot or current jpg picture.
- Theatre Resume.
- Non-Theatre/Professional Resume.
- 3 Letters of Recommendation from professors or professional colleagues, on official letterhead, with their contact information.

### • Writing Sample

- For Marketing, please focus on theatre in a journalistic style.
- For Literary, please focus on summary/analysis of a play.
- For Playwriting, please submit a sample of your playwriting in any form.
- Work Sample – Required for the following: Sound, Lighting, Costume. Submit up to 5 jpg photos or a link to your website/online portfolio.

## PRIORITY DEADLINE MARCH 5, 2018

\* Applications that are not in by the priority deadline or that are incomplete will not be considered a priority

### Audition (Acting Apprentice ONLY)

Please include a video audition via YouTube link. Make sure this video can be viewed by anyone with the direct link, so that all casting representatives may watch your audition. Prepare 2 contrasting contemporary monologues (from plays written in the last 20 years) with a total length of no more than 3 minutes. Actors who sing (not required) may prepare 2 contrasting 32 bar cuts of musical theatre or pop/rock with accompaniment that show range. Ladies, if you have both a belt and a legit voice, please showcase both in this portion of your audition.

Gain valuable professional experience in one or more of the following departments at FST

**ACTING APPRENTICESHIP** Perform in TYA (Theatre for Young Audiences) shows, understudy when applicable, receive acting and improvisational training, participate in New Play Development, and work secondary duties in other departments as assigned. **AUDITION REQUIRED.**

**ARTISTIC ASSISTANT** Assist Artistic department with casting/hiring prep, scheduling, production research, special projects, and general clerical support. Will also assist with Guest Relations and front of house as needed. **Applicant MUST have own car.**

**AUDIENCE SERVICES** Gain well-rounded front of house experience through regular shifts in the box office, house management, usher management and phone campaigns. Support donor relations and special events as needed.

**BUSINESS MANAGEMENT** Serve as a vital role in the daily operations of the administrative offices by assisting with processing of payments, receiving and reconciling daily deposits, tracking expenses, ordering and distribution of office supplies, and other tasks. Also support box office as needed. Accounting/Finance knowledge a plus.

**CARPENTRY** Work as a key member of the scenic build crew with opportunities to develop and expand scenic construction skills, and work on the load-in crew for scenic and lights. Possible assignment to show run crew.

**COMPANY MANAGEMENT** Assist the Company Manager in all aspects of guest relations: communicating with performers, assisting with travel and housing, and preparing and maintaining artist residences and vehicles. Secondary duties in other departments as assigned. **Applicant MUST have own car.**

**COSTUMING** Assist in all areas of costuming from working with designers to running wardrobe for a production. Includes construction, daily maintenance, shopping, and tracking inventory and purchases. Possible assistant design or design work. **WORK SAMPLE REQUIRED.**

**DEVELOPMENT** Learn more about theatre administration and fundraising. Develop skills in Tessitura and Wealth Engine Management programs through processing, donations, researching prospects and maintaining records. Assist in execution of direct mail and phone campaigns. Write, edit and proof materials for use in fundraising and publicity efforts. Maintain Development archives. Secondary duty in Front-of-House.

**DIRECTING** Work closely with FST's Resident directors while observing/assisting in rehearsals, Direct apprentice/student projects, dramaturgical research, and general support for the Literary Department. Strong writing and research skills needed. Also serves as Assistant Stage Manager for the Stage III series.

**EDUCATION - SUMMER ONLY** Assist Master Teachers with acting, movement, improvisation and voice workshops offered to ages 3 through 17. Provide general camp support while interacting with all staff and students. Secondary duties in other departments. **All Education Interns are required to pass a background check.**

**EDUCATION/OUTREACH** Serves both the Education and Outreach Departments (WRITE A PLAY). Tasks include making reminder calls to educators and parents, confirming schedules and logistics for touring productions and in house performances. Support both FST after school classes and in school classroom workshops. **Applicant MUST have own car and is required to pass a background check.**

**LIGHTING** Maintain lighting inventory, hang and focus changeovers, maintenance on shows, and special projects as assigned. Possibility for some assistant design or design work. **WORK SAMPLE REQUIRED.**

**LITERARY** Gain hands-on industry experience in Literary Office operations with a focus on contemporary plays and New Play Development. Correspond with agents, playwrights, and community leaders for audience engagement. Multiple writing opportunities with marketing and development departments. Secondary duties in Front-of-House, box office, and marketing as assigned. **WRITING SAMPLE REQUIRED.**

**MARKETING** Serve as a vital role in FST's marketing department writing and editing articles for use in publicly distributed materials, maintaining press archives, and assisting in creating/updating all social media platforms. Execution of direct mail and phone campaigns. Photography, videography and graphic design opportunities as assigned. Secondary duties in front-of-house. **WRITING SAMPLE REQUIRED.** **Design Portfolio a plus.**

**PLAYWRITING** Grounded in FST's Literary Department, work on development of scripts for FST's Cabaret & Children's Theatre Series, develop original work, and provide dramaturgical support for Apprentice/Student projects. This a fully immersive experience in New Play Development. Secondary duties as assigned. **WRITING SAMPLE REQUIRED.**

**PRODUCTION MANAGEMENT** Work closely with the Production Manager on all aspects of running a five theatre complex. Assist with research and provide general clerical support for the production department including creating and tracking of purchase orders.

**PROPS/PAINTING** Work as a key member of the props and painting crews with opportunities to source, build/create props as well as develop painting skills for both scenic and properties divisions. Possible assignment to show run crew.

**SOUND** Learn and operate the Yamaha digital sound console. Program and operate the Q-Lab computerized sound playback system. Work with production team on locating and creating sound cues for production. Other support as assigned. **WORK SAMPLE REQUIRED.**

**STAGE MANAGEMENT** SM opportunities available in all 5 of FST's spaces: Serve as ASM for AEA Productions, SM for non-union productions. Take blocking in rehearsals, track costumes and props, manage run crew for performances. Running shows also includes wardrobe maintenance: laundry, ironing, steaming, and basic repairs. Also provide SM support for educational recitals and special events. Secondary duty support as assigned.



# APPRENTICE & INTERN APPLICATION

**Send all items to Jill Zakrzewski, General Manager at [JZakrzewski@floridastudiotheatre.org](mailto:JZakrzewski@floridastudiotheatre.org)**

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**POSITION YOU ARE APPLYING FOR:** \_\_\_\_\_

**DATE AVAILABLE:** \_\_\_\_\_ **DESIRED START DATE:** \_\_\_\_\_

**DESIRED START DATE:** \_\_\_\_\_

**CURRENT ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**CELL PHONE:** \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PERMANENT ADDRESS** (if different than above): \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**DO YOU SPEAK ANY LANGUAGES BESIDES ENGLISH? IF SO PLEASE LIST: \_\_\_\_\_**

**Please rate your skill/experience from 1 (lowest) to 5 (highest):**

<input type="checkbox"/> Adobe InDesign	<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> autoCAD
<input type="checkbox"/> Adobe Photoshop	<input type="checkbox"/> Reception	<input type="checkbox"/> Prop Building
<input type="checkbox"/> Adobe Premiere Pro	<input type="checkbox"/> Researching	<input type="checkbox"/> Prop Finding
<input type="checkbox"/> Copy Machine	<input type="checkbox"/> Script Analysis	<input type="checkbox"/> Table Saw
<input type="checkbox"/> Public Relations	<input type="checkbox"/> Working with Children	<input type="checkbox"/> Electrics
<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Sewing	<input type="checkbox"/> Sound Mixing
<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Cutting	<input type="checkbox"/> Sound Sourcing
<input type="checkbox"/> Box Office	<input type="checkbox"/> Draping	<input type="checkbox"/> Stage Management
<input type="checkbox"/> Tessitura	<input type="checkbox"/> Patterning	<input type="checkbox"/> Q-Lab
<input type="checkbox"/> Database Entry	<input type="checkbox"/> Carpentry	<input type="checkbox"/> VectorWorks

## DO YOU HAVE PREVIOUS INTERNSHIP EXPERIENCE?

**YES** **NO**

## DO YOU HAVE A VALID DRIVER'S LICENSE?

**YES** **NO**

## IF OFFERED A POSITION, WILL YOU BRING A CAR?

YES NO

#### **ADDITIONAL POSITIONS OF INTEREST, IN ORDER OF PREFERENCE:**

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_

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**ANSWER EACH OF THE FOLLOWING QUESTIONS IN 2-3 COMPLETE SENTENCES:**

What work would you ***ideally*** do at FST?

What work would you be ***willing*** to do at FST?

What work would you be ***unwilling*** to do at FST?

How do you think this program will ***benefit*** you?

What unique ***contribution*** could you make at FST?

What are your ***career goals*** (as far as you can state at this point)?

How did you hear about FST and this program?

**DO YOU HAVE EVERYTHING?**

- Completed Application
- Headshot or Recent JPG Photo
- Theatre Resume
- Non-Theatre/Professional Resume
- 3 Letters of Recommendation

**ADDITIONAL MATERIALS**

- Writing Sample (Marketing, Literary, Playwriting)
- Work Sample (Lighting, Costumes, Sound, Design)
- Audition Link (Acting Apprentice)

\*Incomplete applications will not be considered a priority