



ENCORE STAGE & STUDIO

Stage Management Intern

2020 Paid Summer Internship Opportunity

Founded in 1967, Encore Stage & Studio's mission is to build life-long appreciation for live theatre by involving young people in all aspects of theatre arts --onstage, backstage, in the classroom, and in the audience.

Encore achieves this through two primary avenues: high quality, developmentally appropriate theatrical productions that are by and for young people and enriching, curriculum-enhancing educational classes and workshops.

www.encorestage.org

Job Summary: The Stage Management Intern will have the opportunity to work as an integral member of Encore's production team by serving as the Assistant Stage Manager (ASM) for the summer production of *West Side Story*. As the ASM, the Intern will work with the production staff to deliver a fully-staged musical. The Intern will be responsible for supervising and working with a variety of ages. Our summer production involves middle schoolers, high schoolers, college students, and adults in both the cast and crew. The Intern will be expected to participate in production meetings, auditions, rehearsals, shop days, load-in, and strike throughout the course of the production.

Qualifications: The Intern should be a current undergraduate student or recent college graduate. The Intern should possess demonstrable knowledge of technical theatre and have previous experience as an SM or ASM. The Intern should be personable, well-organized, cooperative, flexible, and able to think on their feet. Encore expects that the Intern will maintain a professional demeanor at all times. Excellent writing and communication skills as well as familiarity with Excel and Word processing software are a must. Carpentry experience is a plus but is not required.

Commitment: Mid-May through the end of July 2020. Auditions are on May 11 and 12. The start date is negotiable. Must be available evenings and some weekends for load-in and performances. The Intern will spend Monday through Friday evenings at either rehearsal or the scene shop. It is anticipated that the Intern will work around 20-25 hours a week at either rehearsals or in the scene shop with time in the office as needed. Hours during tech week will deviate slightly from this schedule.

Location: Encore's Main Campus is at St. Andrew's Episcopal Church located at 4000 Lorcom Lane Arlington, VA. There is some travel between the office and production locations. Transportation is the responsibility of the Intern; access to a car is strongly recommended.

Stipend: \$200/every other week.

To Apply: Please send cover letter and resume. For best consideration, apply by Sunday, March 1, 2020 to Rebecca Pfeil, Production Manager, by email to jobs@encorestage.org with the subject line "Stage Management Internship – Your Name."