



New Century Theatre  
P.O. Box 186  
Northampton, MA 01061-0186  
[www.newcenturytheatre.org](http://www.newcenturytheatre.org)  
413-587-3933

## **New Century Theatre 2011 Intern Position Descriptions**

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As a New Century Theatre Intern, you will gain broad exposure to many areas of theatre production work with a focus in your field of interest. You will be expected to work running crews when needed for each of the four productions produced this summer. An average work day runs from 9:30 a.m. till 10:30 p.m. with breaks for lunch and dinner. You will have Mondays off. Listed below are brief descriptions for each production area:

**Box Office Intern** - Will assist the designated box office manager with the smooth operation of all box office-related activity. Duties will include: Managing the subscription season ticket drive, reservation and sale of single tickets, supervision of box office volunteers, procession sales and preparation of daily box office sales reports. Qualifications include ability to work well with money and people, good phone manner, and an ability to work cheerfully in an often hectic environment.

**Costume Shop Intern** - Will assist the designers with research, construction, and alteration of costumes for the four productions during our season. Previous experience in sewing is necessary. Interns will have the opportunity to serve as dressers on productions as their schedules permit. Interns will be responsible for the laundering and preparation for dry cleaning of costumes as well as ironing and repairs.

**Lighting/Electrics Intern** - Will assist the Lighting Designers with preparation of lighting plots and participate in the hang, focus and technical rehearsal process surrounding each NCT production. Work could include construction of lighting practicals, cabling of units, unit maintenance, trouble-shooting lighting problems during tech rehearsals, and participation in all light strikes and changeovers. Must have previous experience with light hangs and focuses. Light board experience very helpful but not essential.

**Props Intern** - Will assist our props coordinator acquiring all rehearsal and performance props for our four productions. Props is a challenging and rewarding position that requires artistic sensibility coupled with efficiency and an ability to work with a minimum of supervision. There will be times when you will need to make things and times when you will need to beg, borrow and buy things. Previous experience with props is very helpful.

**Set Design Intern:** - Will assist the Set Designers with the preparation of set designs, and work on the construction, painting, installation and striking of sets for the four NCT productions. Previous carpentry and painting experience is very helpful. Use of power tools is essential. Set Design Interns agree to be available during the technical rehearsal period and assist on all changeovers.

**Stage Management Intern** - Will assist the Production Stage Manager with the entire rehearsal process up through opening night of all four NCT productions. Interns must be available during scheduled rehearsal times, Tues.-Sunday, 9:00 a.m. till 5:00 p.m. Duties could include: Preparation of the rehearsal space, assistance with acquisition of rehearsal and performance props, holding book during rehearsals, and running crew responsibilities. This position requires an organized, timely, and mature individual.

**You must be available for the ten week season. The intern fee for room and board for the entire ten week season is \$1500. There is assistance available for Smith College students. Please inquire if you might qualify.**