

The ideal applicants for all internship positions will be positive, flexible, willing to learn, able to take direction, and work well with others. Applicants are expected to be able to lift at least 50lbs and be comfortable working at heights between 5'-40' on a mix of catwalks, ladders, and lifts; (please see the individual descriptions for specifics). A driver's license and the ability to comfortably operate vans and light trucks is preferred, but not required (except for Company Management).

The Contemporary American Theater Festival (CATF) prides itself in being able to offer internships where you will be able to focus the vast majority of your time in your assigned department (although you may occasionally assist other departments based on the needs of the festival.) As such, we request that you apply for a specific department based on your strengths and interests as a theater artist. You may apply for no more than (2) related departments, but if hired, you will only be assigned to one. Please e-mail cover letter – including your primary and secondary area of interest, resume, and three references to Peggy McKowen at internships@catf.org. No phone calls please.

When applying please put your desired department(s) in the subject line of your e-mail and submit your cover letter, resume, and any other materials in PDF format. Applications for a “general” or “undeclared” internship, or those containing attachments not in PDF format, will not be considered.

The internships at CATF will typically begin in late May and end in early August. These dates will be confirmed at the time of hire. Interns also receive shared housing, educational and professional development opportunities, as well as a weekly stipend. Transportation to and from the festival is the responsibility of the intern in conjunction with Company Management. Internships usually run eight to ten (8-10) weeks, depending on department. College credit is available through Shepherd University—contact Shepherd Admissions for pricing. Company-wide policies regarding tickets apply. All interns must be at least 18 years old.

Box Office and Front of House

The Box Office and Front of House Interns work with the Patron Services Manager to ensure a high-quality ticket purchasing and front of house experience for the Festival's patrons. Box Office Interns are responsible for accurately taking patrons' phone and in-person ticket orders, processing ticket orders through Vendini, answering patrons' questions and providing information regarding Shepherdstown and the festival experience, maintaining patron service software, and assisting managers with daily show duties including will-call, exchanging seats, and serving as head ushers.

Front of House staff work with the Box Office to provide a seamless front of house experience for patrons. Responsibilities include training and overseeing volunteer ushers, assisting patrons that require specific needs, overseeing patrons' exit, communicating with stage managers and box office staff, and maintaining a presentable front of house environment. These positions may assist the Business and/or Company Management departments throughout the season, as needed.

Customer service experience and knowledge of Microsoft Word and Excel are not required, but beneficial.

Carpentry

The Carpentry Intern(s) work with the Technical Directors and scene shop staff to build and implement the scenery for all (5) shows in our summer season. At Tech the Carpentry Intern will be assigned to the run crew in one of our three venues for the remainder of the season. Additionally, during Tech and Run, the Carpentry Intern helps ensure that the changeover between sets is executed completely and safely on a daily basis. They will also work with other scene shop staff to ensure the sets are maintained and repaired (if necessary) before each show begins.

Applicants should have experience with standard theatrical construction techniques and tools; experience with rigging and/or welding is preferred (but not required). Applicants are expected to be able to lift over 50lbs and must be comfortable working at heights up to 40' on catwalks, ladders and/or lifts.

Company Management

The Company Management Interns work with the Company Manager and administrative staff to create a positive and hospitable work environment for every CATF employee and guest. Responsibilities include coordination of travel and housing for all company members, special events set up and management, and the cleaning and upkeep of communal spaces. Throughout the season CM Interns will drive for long distances on the highway, manage company-wide events, and interact with world-class artists in every field. During Tech the CM team will provide home-cooked food for the company and each intern will be assigned a space to oversee.

Applicants should have leadership or management experience and feel comfortable working both independently and as part of a team. Applicants should be able to lift and carry 25lbs. A valid driver's license and the ability to comfortably drive a van and box truck required. Access to own vehicle a plus.

Costumes

The Costumes Intern(s) work with the Costume Shop Manager and other Shop staff to fabricate and execute the costumes for all (5) shows in our summer season. At Tech the Costumes Intern is assigned to the wardrobe crew for two of our 5 productions for the remainder of the season. During Tech and Run the costumes Intern is responsible for helping ensure that maintenance and laundering of all costumes is executed completely between performances.

Applicants should have experience with standard theatrical costume construction and alteration techniques and tools. Experience with draping, patterning and/or crafts is preferred. Applicants should be comfortable working at heights up to 15' on catwalks and ladders.

Electrics

Electrics intern(s) work together with the Master Electricians (one per venue) to realize the lighting design for all performance spaces. Responsibilities include basic maintenance at the beginning of the season as well as general hang and focus duties. Once tech rehearsals begin the Electrics intern will be assigned as the board op in one of our venues (for the remainder of the season) and will work directly with the ME and Lighting Designer to program the show. During the run Electrics Interns are also responsible for overseeing any lighting changeover and maintenance needs between shows, as well as assisting with the changeover of the sets in general.

Applicants should have experience with basic theatrical lighting equipment and experience with hang, focus and repair duties; experience with ETC EOS family consoles is preferred. Applicants should be able to lift and carry 50lbs and must be comfortable working at heights up to 40' on ladders, lifts, and catwalks.

Business Management

Management Interns work with the General Manager and other full time staff to ensure the organized execution of the business elements of the Festival. Tasks include the collection and reconciliation of company-wide expenses and receipts, donor profiling and recording, budget updating, event set up, and marketing material creation , research, and distribution. After opening, these positions may take on additional Front of House responsibilities such as House Management, Box Office reconciliation, or concession sales.

Applicants should have proficiency with the Microsoft suite (particularly Excel) and social media platforms. Experience with Adobe Creative Suite, Point of Sale systems, and Vendini a plus. A driver's license and vehicle are preferred but not required. Applicants should be able to lift and carry 25lbs.

Props

The Props Intern(s) work with the Props Master and Prop Shop staff to fabricate and execute the props for all (5) shows in our summer season. At Tech the Props Intern is assigned to the run crew in one of our three venues for the remainder of the season. During Tech and Run the Props Intern is responsible for helping ensure that the changeover between shows is executed completely and safely on a daily

basis. They will also work with prop shop staff to ensure that required props and furniture maintenance is completed before each show begins.

Applicants should have experience with standard theatrical props construction techniques and tools. Experience with soft goods, upholstery, Photoshop, and/or welding is preferred. Applicants should be comfortable working at heights over 20' on catwalks, ladders and lifts.

Sound

Sound intern(s) work together with the Sound Dept. Head to realize the sound designs for all three venues. The job involves system setup at the beginning of the season. Once tech rehearsals begin the Sound intern will be assigned as the sound op in one of our venues (for the rest of the season) and will work closely with that venue's sound designer to faithfully execute their design. During the run Sound Interns are responsible for overseeing any sound changeover and maintenance needs between shows, as well as assisting with the changeover of the sets in general.

Applicants should have experience with assisting in the setup and maintenance/repair of basic to intermediate sound systems; experience with Qlab and digital consoles is preferred. Applicants must be comfortable working at heights of at least 25' (combination of catwalks, ladders and lifts) and be able to lift and carry at least 50lbs.

Scenic Art

The Scenic Art Intern(s) work with the Festival Charge Artist and other scenic artists to execute the scenic techniques and treatments for all (5) shows in our summer season. At Tech the Scenic Art Intern is assigned to the run crew in one of our three venues for the remainder of the season. During Tech and Run the Scenic Art Intern is responsible for helping ensure that the changeover between sets is executed completely and safely on a daily basis. They will also work with paint shop staff to ensure that required touchups are completed before each show begins.

Applicants should have experience with standard theatrical paints, techniques, and tools. Ideal applicants will have basic knowledge of faux finishes, 3D texturing, and prep work. Applicants are expected to be able to lift at least 50lbs and be comfortable working at heights over 20' on catwalks, ladders, and lifts.