

# INTERNSHIPS

INTERNS ARIANE IRELAND  
and MIKAYLA BARTHOLOMEW  
PHOTO BY SETH FREEMAN

POSITIONS START AS EARLY AS MID-MAY

## APPLICATION REQUIREMENTS

resume  
list of three references  
cover letter  
- please include relevant experience  
- and up to two (2) desired departments  
please email application in PDF format to [internships@catf.org](mailto:internships@catf.org)

## INTERNS RECEIVE

shared housing  
weekly stipend  
complimentary tickets  
cross-departmental training  
resume and cover letter workshop  
summer gym membership and pool access  
educational and professional development opportunities



STEPHANIE SHAW and ABIGAIL KIKER  
PHOTO BY HUNTER STRAUCH

## QUESTIONS?

EMAIL: [INTERNSHIPS@CATF.ORG](mailto:INTERNSHIPS@CATF.ORG)

*No phone calls, please.*

## CONTACT

PEGGY MCKOWEN: [PMCKOWEN@CATF.ORG](mailto:PMCKOWEN@CATF.ORG)

*Associate Producing Director*

# WHAT'S YOUR PASSION?



JESSICA MCCLANAHAN  
PHOTO BY HUNTER STRAUCH

**THE CONTEMPORARY AMERICAN THEATER FESTIVAL** prides itself in offering internships where you will focus the majority of your time in your assigned department, while still working in the unique community that a rotating repertory season creates. The ideal applicants for all internship positions are positive, flexible, willing to learn, able to take direction, and work well with others.

We ask that you apply for a specific department based on your strengths and passions as a theater artist. You may apply for no more than two departments, but if hired, you will only be assigned to one. Internships usually begin in late May and end in early August, running 8-10 weeks. Join us in historic Shepherdstown, the summer home for bold, new American theater.

## BOX OFFICE AND FRONT OF HOUSE

Interns ensure the Festival's patrons have a seamless ticket purchasing, pre-show, intermission, and post-show experience. In the box office, interns manage ticket orders, answer patrons' questions, and provide information about CATF as well as Shepherdstown. Front of House staff provide exceptional and hospitable customer service to all Festival patrons and work with stage managers and box office staff to ensure performances and events run smoothly. Box office, customer service, or hospitality experience preferred.

## BUSINESS MANAGEMENT

Interns work with the full-time staff to execute the Festival's business elements. Responsibilities include the collection and reconciliation of company expenses and receipts, donor records, budget updates, event set up, and marketing. After opening, these positions may be moved to Front of House. Proficiency with the Microsoft Suite and social media platforms, and ability to lift/carry 25lbs are required. Valid driver's license, vehicle, and history of working with Adobe Creative Suite, point of sale systems, and Vendini ticketing are preferred.

## CARPENTRY

Interns build sets for all shows and they build them to REP. During tech, interns are assigned to the run crew in one of the venues. During performances, interns ensure timely changeovers and repair set pieces as necessary. Some experience with standard theatrical construction techniques and tools, the ability to lift over 50lbs, and comfort while working at heights up to 40' is necessary. Rigging and welding experience are preferred.

## COMPANY MANAGEMENT

Interns work hard with the entire company to maintain a positive work environment for both CATF employees and guests. Responsibilities include coordinating travel and housing for company members, event set up and management, and the upkeep of communal spaces. During tech, Company Management provides food for the company and each intern oversees one venue. Comfortable driving long distances; the ability to drive a van or box truck; leadership, managerial, or customer experience preferred; valid driver's license required.

## COSTUMES

Interns work with the Costume Shop Manager to fabricate the costumes for all productions. At tech, interns are assigned to the wardrobe crew for two shows. For the remainder of the season, interns are responsible for maintaining pristine conditions of the costumes between performances. Experience with standard theatrical costume construction and alteration techniques, and comfortable while working at heights up to 15' is necessary; some experience with draping, patterning, and/or crafting is preferred.

## ELECTRICS

Interns assist in the realization of the lighting design in all three venues, including maintenance and hanging/focusing of lights. During tech, interns are assigned as a board operator in one venue and work with the Master Electrician and Lighting Designer to program the show. During the run, interns oversee any lighting changeovers and necessary maintenance and repairs. Experience with basic theatrical lighting equipment, the ability to lift/carry 50lbs, and work at heights up to 40' (on lifts and ladders) is necessary; some experience working with ETC EOS family consoles is preferred.

## PROPS

Interns work to fabricate the props for all productions. At tech, each intern is assigned to the run crew in one venue. Responsibilities include ensuring complete and safe changeovers and props maintenance. Experience with standard theatrical prop construction techniques and tools, being comfortable working at heights over 20' is needed, and history of working with soft goods, upholstery, Photoshop, and welding is preferred.

## SCENIC ART

Interns work with the Festival Charge Artist to execute the scenic techniques and treatments for all shows. During tech and performances, they are assigned to the run crew in one venue. Responsibilities during the run include ensuring complete and safe changeovers and working with the paint shop staff to ensure necessary touchups are completed. Experience with standard theatrical paints, techniques, and tools, the ability to lift 50lbs, and comfort while working at heights over 20' is necessary; some experience with faux finishes, 3D texturing, and prep work is preferred.

## SOUND

Interns assist in the realization of the sound design for all our venues. At the beginning of the season, interns perform system setups and maintenance, as required. During and after tech, interns are assigned as the sound operators in a particular venue, working closely with the Sound Designers to execute their designs accurately. Responsibilities include overseeing sound changeovers and completing any needed maintenance. Experience with basic to intermediate sound systems, comfort with working at heights over 25', and the ability to lift/carry 50lbs is necessary; some experience with Qlab and digital consoles is preferred.

If you're interested in Acting, Directing, or Playwriting Internship opportunities, please contact Peggy Mckowen | [pmckowen@catf.org](mailto:pmckowen@catf.org)

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