

INTERNSHIPS



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 visit
catf.org/internships
to apply!

INTERNS RECEIVE

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

QUESTIONS?

EMAIL: INTERSHIPS@CATF.ORG

No phone calls, please.



WHAT'S YOUR PASSION?



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. Join us in historic Shepherdstown, the summer home for bold, new American theater.

AUDIENCE SERVICES - BOX OFFICE

Interns assist customers both over the phone and in-person during normal box office hours and during performances. Interns process ticket orders and donations, maintain and organize will-call, assist customers with their accessibility needs, and provide information to customers.

AUDIENCE SERVICES - HOUSE MANAGEMENT

Interns are responsible for scheduling volunteer ushers and training ushers. During performances, House Management Interns will ensure that all entrances and exits are properly unlocked, fire code regulations are adhered to, manage intermission, late seat audience members, and collect an accurate attendance count.

CARPENTRY

Interns work alongside Staff Carpenters and Technical Directors to realize the scenic designs for all productions. During tech, interns are assigned to the run crew in one of our venues along with a Staff Carpenter. During the run, interns will also assist with timely changeovers and/or the repair of set pieces.

COMPANY MANAGEMENT

Interns assist in upholding CATF's passion for radical hospitality. Responsibilities include: support in artist onboarding, transportation of artists and guests, artist housing preparation, facilitate meals for artists, coordination of company events, and perform office related tasks.

COSTUMES

Interns work with the Costume Shop Staff and Designers to assist with the fabrication of costumes for all productions. At tech, interns are assigned to the wardrobe crew for two shows. For the remainder of the season, interns assist with maintaining costumes between performances.

DEVELOPMENT

Interns work with the Director of Development and aim to provide radical hospitality to festival artists, guests, audience, and donors; communicate with donors; assist with record keeping; conduct research; help prepare for talktheater events; and participate in grant fulfillment and reporting. Additionally, this position will participate as a member of CATF's Audience Services Team as needed.

STAGE MANAGEMENT

Interns work alongside Actors' Equity Association Stage Managers and Assistant Stage Managers on 1-2 shows (depending on the venue) each season. Stage Management Interns assist with all aspects of the rehearsal and performance process, and will assist with backstage operations during the run.

PRODUCTION MANAGEMENT

Interns work closely with the Production Manager and Associate Production Manager to plan and schedule all Production Department work calls. The Production Management Intern also assists with budget tracking and shopping in support of individual departments. During the performance period, interns help to ensure the shows are maintained at a high quality level throughout the run.

ELECTRICS

Interns assist in the realization of the lighting designs in all venues, including maintenance and hanging/focusing of lights. During tech, interns serve as a board operator in one venue and work with the Master Electrician and Lighting Designer to program the show. During the run, interns assist with changeovers and work with staff to complete necessary maintenance and repairs.

MARKETING & PUBLIC RELATIONS

Interns assist with the creation and budgeting of printed and digital advertisements; website management; communications with patrons; gathering, organizing, and editing information for the program; press relations; representing CATF at community events; and other activities that support CATF's marketing efforts. Interns may also assist the Audience Services Team during performances.

PROPS

Interns assist Props Staff with the fabrication of props for all productions. At tech, each intern is assigned to the run crew in one venue. Responsibilities include assisting with changeovers and/or props maintenance.

SCENIC ART

Interns work with the Scenic Artists 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 assisting with changeovers and/or assisting with touchups.

SOUND

Interns assist in the realization of the sound design for all venues. At the beginning of the season, interns assist with 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. During the run, sound interns assist with changeovers and system maintenance as necessary.

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