



HAMILTON-GIBSON PRODUCTIONS

Community Performing Arts

POSITION TITLE: Internship – Summer

REPORTS TO: Artistic Director

PURPOSE OF POSITION: HG Interns are offered opportunities for the next generation of artists, educators and administrators. Through our program interns will develop the tools needed to move forward in your chosen field – observing, training and collaborating with the staff and experienced volunteers of Hamilton-Gibson Productions.

REQUIREMENTS: This is a competitive internship program and applicant acceptance is based on application, resume, references and an interview. Upon successful completion of the program interns will be given all necessary documentation to list the internship for colleges and resumes. Applicant must pass child abuse, criminal records, and FBI clearances. Start and end dates are to some extent flexible, to accommodate students.

PRIMARY RESPONSIBILITIES:

Interns will participate either performing and/or stage managing and/or house managing at all summer activities. Interns will assist in the day to day operations of Hamilton-Gibson Productions.

A. Interns may assist with marketing of each production/program with any or all the following activities:

- Solicit, arrange and/or participate in media interviews as needed
- Makes electronic/ social media postings, if asked
- Distribution of season brochures, posters, newsletters
- Participate in PSA's, radio interviews and/or special announcements

B. Interns may assist with set building, props, costumes, tech and strike of each production/program.

C. Interns will assist with planning, promotion and staffing of the summer drama camp.

D. Interns may assist with other summer events, including but not limited to:

- planning and implementing opening night parties
- ticketing and box office
- record keeping, including choir music, scripts, archives, etc
- assist in organization of costumes, props, building materials, etc

E. Interns are expected to be present at all rehearsals, performances, events throughout the time of the internship, including set up and strike of each event.

F. Other duties as assigned.

Note: Hours and days vary from week to week, depending on HG's schedule.

Intern

Artistic Director