



ATTIC THEATER INTERNSHIPS

Applicants must be able to commit to a minimum of 8 hours a week for a minimum of 12 consecutive weeks during any part of the year.

Internships at the Attic Community Theater are volunteer positions. However, interns do receive complimentary tickets to Attic Community Theater productions.

Part-time applications are accepted year-around.

APPLICATION PROCESS

Please submit the following:

A personal statement (250 words) describing the applicant's expectations, areas of concentration, and how the internship relates to individual career goals

The applicant's availability for an internship (dates, days and times)

A current resume including educational experience

A photocopy of the applicant's valid driver's license or photo id

Two letters of recommendation (Don't forget to include contact information)

Applicants seeking an internship in Theater Arts Administration, Education, Management, Development & Fund-raising, Marketing & Communications should include a two-page writing sample.

ACADEMIC CREDIT

Applicants seeking academic credit should contact their academic institution.

Please submit all application materials together. Do not send them separately. The complete application should be mailed or e-mailed to: attictheater@me.com

James Huffman
Attic Community Theater
2834 S. Fairview
Santa Ana CA
92704

The Attic Theater internship program provides college students and recent graduates with an opportunity to engage in hands-on professional training from the Attic staff, artists and tech crew.

REQUIREMENTS

Have basic knowledge of theatrical production and management
Be familiar with stage and technical theatre terminology
Have excellent organizational and communication skills
Be able to apply and adapt previous experiences to a fast-paced setting
Be able to take direction and work with others in a team oriented environment
Have a high level of energy and enthusiasm
Have attained or be in the process of attaining a college degree

INTERNSHIP COVERS

Production

Interns will work as production assistants to the stage management team through the rehearsal and performance process. They provide rehearsal support through the rehearsal process, and then move to becoming a member of the run crew for the show. Interns must be available for all performances, though individual schedules can be determined for the rehearsal period.

Development

Interns interested in learning about producing a community theater's season, maintain its facilities, and developing & selecting classes and shows. Weekend and evening availability is a plus. Basic computer experience required.

Marketing

Interns will assist the marketing department on various projects as needed, including such things as social networking initiatives, research, student matinee group sales, press night preparations, press releases, and drafting marketing materials.

Set Design & Prop Creation

Assist in the care and construction of props designed for Alley Theatre productions. Work with staff and directors to design, plan, and build stage sets. Maintain tools, materials and stock pieces. Comply with all Attic Community Theater safety procedures. Report to an assigned senior staff member.

Costuming

This is an opportunity for interns to develop their skills while working with our costume staff. The internship will enhance an early career costumer's skills in stitching, alterations, crafts, millinery and fabric manipulation. The Alley Theatre Costume Shop sets a high standard of quality and it seeks interns able to collaborate and adapt to the needs of the shop. Interested candidates should be able to conduct research, manage appointments, swatch and shop. Interns may work in both the costume shop and with the wardrobe running crew.