

Village Theatre

KIDSTAGE

Internships

Application

Location: (check one) Issaquah Everett

Name of Applicant: _____

Age: _____ Home Phone: _____ Cell Phone: _____
(usually need to be 18 and over)

Candidate Email: _____ Parent/Guardian email: _____

Parent/Guardian name: _____ Parent/Guardian Cell Phone: _____

Address: _____

Application is for the following Internship positions:
General Descriptions for each of these positions can be found starting on page 3

Arts Education

- Production** (check all that apply)
- Stage Management
 - Production Management

Summer Independent Production (check all that apply)

- Management
 - Stage Management
 - Production Management
 - Technical Direction
- Direction
 - Direction
 - Choreography
 - Music Direction
- Design
 - Sets
 - Lights
 - Sound
 - Costumes
 - Props

1. Please share with us your background/experience in theatre, on stage or behind the scenes.

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2. Why do you want to participate in the Village Theatre KIDSTAGE Internship program?

3. Do you have any specific skills in the position for which you are applying?

4. What skills you would like to develop? Specific areas of interest?

Please send application, letter of interest, and resume to:

ISSAQUAH APPLICANTS:

Attn: KIDSTAGE

Village Theatre

303 Front Street North, Issaquah, WA 98027

Or email: sbixler@villagetheatre.org

EVERETT APPLICANTS:

Attn: KIDSTAGE

Village Theatre

2710 Wetmore Avenue, Everett WA 98201

Or email: lkappus@villagetheatre.org

Thank you so much for your interest in KIDSTAGE!

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Internship Position General Descriptions

Arts Education:

Internships include the principles of curriculum design and implementation for a variety of subjects and ages, classroom management, and student evaluation. A customized learning plan is developed with the instructor mentor and involves weekly mandatory classroom time, research/journaling time, and mentor review meetings. Written work includes a journal, outline for a single class, outline for a full session class/camp, as well as self and program evaluation. Additionally, successful internships conclude with the intern leading a full class/camp day from beginning to end with support from mentor instructors and staff. Internships are usually a minimum of 20 hours per week.

Management:

Internships include the principles of organization (people and paperwork), and communication skills (in person, on the phone, and written). A customized learning plan is developed with the management mentor and involves weekly mandatory attendance at rehearsals and production meetings, research/journaling, and mentor review meetings. Written work includes a journal as well as self and program evaluation. Internships are usually a minimum of 20 hours per week.

Duties are as assigned and can include:

Stage Management – taking blocking, line and rehearsal notes and helping organize costume fittings, prop lists, and other pertinent show data.

Production Management – general office and administrative support including collection of important paperwork, taking notes during production meetings, organizing parent volunteers, coordinating text and proofing for playbills, organizing and distributing posters/postcards for mailing, and to families.

Summer Independent Production:

This production is entirely directed, designed, and produced by young intern artists up to 20 years of age. Typically, Independent Production interns have advanced through progressive challenges in professionally guided Management, Direction, Design, Technical, and roles through previous T.A.P. (Teen Apprentice Program) experiences. A customized learning plan is developed with the appropriate mentor and involves weekly mandatory attendance at rehearsals and production meetings, research/journaling, and mentor review meetings. Written work includes a journal as well as self and program evaluation. Internships are usually a minimum of 20 hours per week.

Duties are as assigned and can include:

Management

- Stage Management – taking blocking, line and rehearsal notes; organize costume fittings, prop lists, and other pertinent show data.
- Production Management – general office and administrative work: collection of important paperwork, taking and distributing production meeting notes, organizing volunteers, coordinating text/art and proofing for playbills, organizing and distributing posters/postcards for mailing, and to cast/crew.
- Technical Director – coordinate the design team and technical staff: work with carpenters, painters, and designers to execute a scenic design, learn how to create Autocad drawings of scenery, oversee a scenic materials budget, help to engineer scenery.

Direction

- Direction – create stage pictures, work with actors, help tell the story, do dramaturgical research, and coach actors in scenes.

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- Choreography – teach and notate dance steps and formations, clean dance combinations, create original choreography, teach students techniques and dance steps, and run daily fitness conditioning warm-ups with actors.
- Music Direction – work with singers to teach/rehearse music, help teach harmonies, parts, and clean vocal performances.

Design

- Sets – create an exciting, safe, and visually interesting performance space for the show. Create a floor plan, front and rear elevations, color renderings, and a 3-D model.
- Lights – Create a light plot, and program cues on a light-board. Use different lighting instruments and colors of light to appropriately illuminate the performance space. Mimic different lighting conditions (daylight, nighttime, indoors, outdoors, etc.), as well as enhance the mood of a scene.
- Sound – Work with the dynamics of the performance space to determine microphone, cable and speaker placement, balance levels of all sound sources for all areas of the audience. Pull/create sound effects. Determine all sound cues.
- Costumes – Create costumes befitting the characters, story, and actor needs. Produce sketches and color renderings of designs, as well as choose appropriate fabrics for the performance space and actor movement used in the show.
- Props – Create handheld props and furniture that complete the performance space and the actor's performance. Research show environment, and different construction techniques, to produce items that appear authentic, can stand up to performance use, and help inform the overall story.