

# **SMOKY MOUNTAIN CENTER FOR THE PERFORMING ARTS INTERNSHIP**

## **APPRENTICE/INTERN COMPANY ADMINISTRATION**

Excellent opportunity for emerging professionals in arts management, actor training, casting, and/or production management. Assist the Theatrical Director in producing the Apprentice/Intern Company season, as well as taking lead on producing independent projects. Observe and assist in preparing and teaching formal stage productions as needed. Assist in the organization of day-to-day Theater activities.

## **ADMINISTRATION/THEATER MANAGEMENT**

Observe rehearsals, maintain communication with artists, designers, assist in research and development of specific projects and routine clerical functions. Schedule general audition appointments. Respond to mail or phone inquiries about casting or other employment opportunities, maintaining files and correspondence. Initiate contact with contracted artists, providing hands-on facilitation of all transport and housing requirements. Provide contact to the professional staff with ongoing communication, manage multiple projects and deadlines.

Assist in non-theatrical productions at the Theater. This might include Usher assistants, ticketing and concession needs, overall theater maintenance.

## **COSTUMES**

Serve as assistants to visiting costume designers, pull rentals, coordinate production paperwork and research. Become an integral part of a resident design/build team.

## **DIRECTING**

Immerse yourself in observing some of the finest directors in the country, while assistant directing on 1-2 shows. Get hands-on experience directing scenes. Meet regularly with the Artistic Director and Associate Artistic Director. Note that this is equal parts directing and observeship, so the candidate needs to be far enough along in their development to know how to learn from watching and comparing different directing techniques.

## **LIGHTING**

Mount and run productions in the Theater. Receive experience and training by working in the support of designs for all productions. Develop electrician skills in a high-intensity environment. Opportunities exist to run performances as light board operator and followspot operator.

## **MARKETING**

Assist in Marketing aspects of each production. Assist with public relations, media and non-transactional communications, including pitching stories to local and national media, interview coordination, writing press releases and more. Learn public relations strategies involving outreach efforts, community relations and social media. Assist with creation of graphic materials to support the needs of the organization, including design for apprentice projects and performances, education materials and more. Learn about layout of ads, programs, displays, signage and promotional pieces.

## **SCENIC ARTISTRY**

Learn about scenic painting techniques and materials. Assist the Technical Director and Assistants in painting and any other processes to achieve a finished product for each play.

## **SOUND DESIGN**

Receive experience and training by working in the support and creation of design for productions. Opportunities exist as sound operator, assistant to the sound engineer, and assistant to the sound designer for regular season productions.

## **STAGE MANAGEMENT**

Work side by side with stage managers, the director, and actors. Be involved in the entire rehearsal and performance process for theatrical productions. Work with visiting companies and directors.

**TECHNICAL DIRECTION**

This position is designed as a real-time overview of all technical aspects of production in the Theater. Learn to manage multiple shows in rotating rep, research and develop special projects in conjunction with technical management, and construct precision scenery in accordance with design drawings. Experience problem solving strategies in resource management during in-house productions and road shows, and assist in the development, installation and maintenance of scenery while learning to resolve challenges in the mechanical and structural aspects of moving scenery and motion control.