

**NOW PLAYING:
The Huntington Theatre
Company's
Professional Internship
Program!**

Production Internships

Interns gain experience assisting and providing integral support to the production department heads, staff, directors and designers in the implementation and maintenance of our productions. Interns will become well acquainted with the steps involved in taking a production from drawings to physical reality on stage, and with all of the duties and responsibilities of their respective department. The intern will develop skills to help solve problems and gain experience with various equipment and methods, as well as learn about budgeting, scheduling and resource allocation.

Our production departments execute the designs and production requirements for seven subscription productions; a production for the BU Opera Institute; educational and community outreach programs; facility rentals; and special events, using our production, main-stage and second-stage facilities. Interns will get to know students, professional technicians and crafts persons from all walks of professional theatre including Tony Award-nominated (perhaps winning) designers and directors.

Opportunities for additional income are plentiful, with freelance work available in Boston's ever expanding theatrical scene at a variety of levels. Some flexibility is built in to each position to suit the skills of the successful applicant and to further their educational and professional goals. The Huntington proudly maintains a high level of production value and successful candidates should leave this internship prepared to step into any number of widely available positions in professional theatre.

**Costumes * Lighting * Paints
Properties * Production Management
* Sound * Scenery**



Administrative Internships

Faye Stone Memorial Artistic Internship (Casting and Literary Management): Gather research for all season productions; assemble dramaturgical materials; script reading and evaluation; attend local productions; assist the Literary Manager in the logging, tracking, and processing of scripts; assist playwriting class; write articles; and assist with local casting calls.

Marketing/ Public Relations: Assisting in promotions and outreach for shows; hosting special events; surveying audiences and analyzing audience data; recruiting local businesses for sponsorships; and contributing articles to our newsletters and publications.

Development: Work on our annual Gala with duties to include: auction item procurement, on-line auction site preparation, Tribute Program Book ad sales assistance and ad prep. Also help with donor and prospect research.

Education: Help writing curriculum; make in-school pre-show visits for our student matinees; assist Director with Poetry Out Loud program; assist with website, newsletter and program materials.

Theatre Management: An in-depth look at management of a multi-use not-for-profit theatre facility. Areas of concentration will include house management, concessions operations, event coordination and venue marketing to outside renters.

How to apply:

Huntington Professional Internship applications must include :

Application form (pdf)

Resume of theatre and related experience

Cover letter, stating your expectations and career goals

Literary, Marketing, Education, and Development applicants must include writing samples

Two letters of recommendation (from work supervisor, professor, or other relevant source

Please gather all these materials (Letters of recommendation may be sent separately) and...

MAIL TO:

**Internship Program
Huntington Theatre Company
264 Huntington Avenue
Boston, MA 02115**

or FAX TO:

617-353-8300 Attention to Internship Program

or E-MAIL TO internships@huntingtontheatre.org with 10-11 Professional Internship in the subject line

by April 5th, 2010

Candidates may be invited for an interview in April. Internship decisions will be made by the end of April and all applicants will be notified by e-mail or mail by mid-May.

<http://www.huntingtontheatre.org/involved/pip.aspx>

Questions? Please e-mail internships@huntingtontheatre.org