

NEW YORK CLASSICAL THEATRE

2009-2010 Internship Program

Productions/Dates

Hamlet, Prince of Denmark (William Shakespeare)

Director: Stephen Burdman

Where: World Financial Center

Dates: March 1 – April 20, 2010

Richard III (William Shakespeare)

Director: Teresa Pond

Where: Central Park (West 103rd Street & Central Park West)

Dates: May 6 – June 27, 2010

Much Ado About Nothing (William Shakespeare)

Director: Stephen Burdman

Where: Battery Park and Central Park (West 103rd Street & Central Park West)

Dates: June 19 – August 31, 2010

Please note that dates may be changed.

About New York Classical Theatre

Since 2000, we have served over 65,000 people with nearly 350 evenings of *free* environmentally-staged roving productions of classical theatre in a 12-acre area of Central Park (103rd & Central Park West) and throughout 25-acres in Battery Park (Lower Manhattan). This year for the first time, we will also be performing in the World Financial Center. Each scene takes place in a different location and the audience follows the performance around the venue.

All 2009-2010 New York Classical Theatre productions will be produced under the AEA Seasonal Showcase Code. Interns will receive use of an unlimited MTA MetroCard during their time with us. This is a part-time internship that requires a minimum commitment of 8 weeks. It is possible for some people to have a job simultaneously with the internship. EMC points are not available under the AEA Showcase Code. All interns may earn college credit toward a degree program if permissible.

For more information about our company, please visit: www.newyorkclassical.org.

Intern Positions

Costume Intern: One intern will be hired as the Assistant to the Costume Designer for each production.

Responsibilities:

- During the rehearsal process, assist the Costume Designer as needed (stitching, shopping, altering, building, etc.)
- During the performances, serve as the wardrobe coordinator. Maintain all costumes. Handle any repairs that are necessary. Assist the actors in dressing and in all quick changes. Do any laundry as necessary.
- Cannot miss any of the performances.
- Share responsibility with the Production Interns as long as it does not conflict with primary responsibilities.

Stage Management Intern: One intern will be hired as the Assistant Stage Manager for each production.

Responsibilities:

- During the rehearsal process, assist the Stage Manager as needed (with blocking, prop tracking, being on book, etc).
- During the performances, lead the stage crew in the running of the show as directed by the Stage Manager.
- Cannot miss any of the performances.
- Share responsibility with the Production Interns as long as it does not conflict with primary responsibilities.

Production Interns: 3-5 general production interns will be hired for each production.

Responsibilities:

- During the rehearsal process, perform duties as assigned by the Stage Manager, Production Manager or Director. Every attempt will be made to assign duties based on each intern's interests and so that each intern gets to have an opportunity to have the widest variety of experiences. However, this is not always possible. Duties vary due to the needs of each show.

Production Interns Continued...

- Examples of rehearsal duties (which may be shared by Costume and Stage Management):
 - Help transport all items necessary to and from rehearsal.
 - Finding and creating props for the show.
 - Helping actors run lines when they are not in scenes.
 - Distributing postcards throughout New York City.
 - Assisting in putting together bulk publicity mailings.
 - Light office work.
 - Shopping for office/rehearsal supplies.
 - Cleaning/maintaining the theatre's offices.
 - Assisting the Stage Manager and the ASM as needed.

- During the performances, assist in running the show as directed by the Stage Manager.

- Examples of performance duties (which may be shared by Costume and Stage Management):
 - Help transport all items necessary for performances.
 - Preparing the acting areas for performances.
 - Acting as ushers distributing programs as the audience arrives and directing them where to sit.
 - Assist in guiding the audience as they move from scene to scene.
 - Keep ahead of the show and run "backstage" (cueing actors, handing off props, assisting in quick changes).
 - Lighting the show as the sun goes down.
 - Packing up after each show and returning all items to the offices.
 - Counting out the box office cash each night and filing an income report.

- Cannot miss any of the performances.

Application

Send a resume to the Production Stage Manager, Kate Croasdale at:
kcroasdale@newyorkclassical.org

Please note: if the intern is under the age of 18, he or she must provide proof of parental consent.