

THEATRE FOR TRANSFORMATION INTERNSHIPS 2009-2010

Theatre for Transformation is on a mission to heal the planet by producing plays and educational experiences that help people to remember, forgive and create new possibilities for race in America. See www.dramandakemp.com

TFT offers two internships each semester: Production Management Intern and Production Assistant Intern. Each intern reports directly to the Artistic Director, Dr. Amanda Kemp.

My commitment: That each intern walks away with greater competency in oral and written communication; a sense of accomplishment and leadership; exposure and opportunities to network with arts presenters, artists, educators, and businesses that support the arts; and a great learning experience to serve as a stepping stone for grad school or the next level of professional development.

My philosophy: Making you great, makes me great. We all make mistakes; successful people take responsibility, learn and make more mistakes. Artiness is next to godliness which is next to funny-ness.

Job Description: Production Management Intern --15 hours per week

This internship is an arts administration internship open to rising college seniors and graduates. Must be available to begin work by Sept. 10, 2009

Qualities & Skills Needed: Successful candidate will communicate in a timely way with supervisor about any questions, concerns, etc.; s/he will be able to work independently and manage multiple tasks; s/he is mature, creative, and good with people. At minimum: proficiency in Word, Excel, Powerpoint, and in various electronic networking formats; excellent writing skills; and a dedication to the mission of the organization.

Responsibilities:

- Write press releases
- Distribute publicity at local sites
- Photograph performances as able
- Update e-newsletter and email list
- Staff merchandise table at event as able
- Seek advertisement for program from local businesses
- Update social networking sites and fan pages
- Write VIP invite letters
- Design and distribute Evite invitations to mailing list
- Send thank you letters to volunteers and advertisers
- Edit production playbill and liaise with graphic designer
- Make sure web page is up to date

Attend meetings with community partners to plan productions as able
Plan travel for cast and crew to NYC and Boston area in winter 2010 as able
Review grant applications for typos, grammar, etc.
Must have own lap top; cellular phone; driver's license
Reports to Artistic Director

Job Description: Production Assistant Intern --15 hours per week

This production internship is open to rising seniors and college graduates or others with commensurate experience. It is ideal for the artist who wants a taste of real world theatre experience. You will be exposed to the behind the scenes preparations of a small professional theatre company.

Qualities & Skills Needed: Successful candidate will communicate in a timely way with supervisor about any questions, concerns, etc.; s/he will be able to work independently and manage multiple tasks; s/he is mature, creative, and good with people. At minimum: proficiency in Word, Excel, Powerpoint, and in various electronic networking formats; excellent writing skills; and a dedication to the mission of the organization.

Responsibilities

Stage Manage Art Walk 2009 performances
Maintain cast and crew contact list
Create a production calendar
Attend production meetings with director, writer, and designers
Attend rehearsals
Gather costume and props
Distribute publicity at local sites
Write Cast thank you letters
Assist with other areas of production such as outreach via social networking, etc
Must have cellular phone, drivers license, and computer
Reports directly to Artistic Director
12-20 hours per week
Unpaid