



Title	MTC Admin/Stage Management	Weekly Hours	40 hours/week with Sundays off
Department	Education	Time Frame	May 27 - July 28, 2024
Direct Supervisor	Jess Diaz Griffin, Director of Musical Theatre Conservatory		

**Position Overview:** The MTC Education intern assists the Director of the Musical Theatre Conservatory in administrative and managing aspects of the program, including scheduling and implementation of classes and daily activities, as well as Stage Managing the MTC Cabarets, Showcase and additional performance projects. This position includes weekend and evening work. This position is for someone who is interested in theatre education, directing, or theatre administration who *already has stage management experience* and can apply those skills as needed within our program. All of our internships are administrative, this is not intended to be a production position or training on how to stage manage.

**Primary Projects/Responsibilities:**

- MTC Intern will work alongside the Director of Musical Theatre on the MTC Cabarets, gaining essential knowledge in the process of producing and directing a cabaret, showcase, and other projects.
- Stage Managing the MTC program including Classes, Cabarets, Showcase and additional performance projects.
- Sending out daily call with information on class schedule, location, and preparation needed.
- Preparing class and production paperwork/music
- Basic office administration: maintaining student records, attendance, faculty paperwork
- Prepping and coordinating materials/spaces used for classes and rehearsals
- Communicate with students about schedule changes and details
- Observe classes/rehearsals when schedule allows

### **Additional Projects and Responsibilities:**

- Communicate regularly with MTC Director, about feedback and needs of both students and visiting teachers in the conservatory
- Communicate with teachers as directed, including distribution of payment
- Documenting the program- photo and video documentation, assisting with social media posts
- Work with MTC Director to complete Playbill for MTC Cabarets
- Other opportunities tailored to your interests and skills. Our 2022 & 2023 Interns were both multi-hyphenate theatre artists who got to explore lighting design for our performances, assistant direct, and help with graphic design among other things. I'd love to help you grow in whatever ways I can within the limits of the program.

### **Job Requirements:**

- Strong organizational skills and a passion for theatre and education are imperative.
- A positive and encouraging attitude that aligns with the mission of the program.
- Must have experience working in a leadership position with peers, be able to communicate positively and effectively, and use discretion.
- Stage Management experience
  - Proficiency in Google Suite (Gmail, Calendar, Drive - Sheets, Docs, Forms)

### **Ideal Qualifications:**

- Creative background. Experience Teaching, Directing, or Producing are highly preferred.
- Social Media and/or Graphic Design knowledge and skills are beneficial but not required.
- Excellent interpersonal skills and an ability to manage relationships with a diverse range of personalities

### **Skills the intern will develop or learn while in the internship:**

- How to be an effective teacher, leader and mentor
- Scheduling, organizing, and coordination skills
- Multi-tasking
- Communication skills
- How to navigate peer leadership dynamics
- Stage Management skills
- Supporting/Assisting a professional Creative Team
- Collaborating with artistic/technical staff for LX/Sound design and support

## Example "Day in the Life:"

I strongly suggest that you check out the MTC tab of the website to get an understanding of how the Musical Theatre Conservatory works. Within the eight weeks of the program, we have a mix of fixed classes and rotating workshops - so there is a lot of variety from week to week, but a typical day in the middle of the program might look like:

**9:30 AM** Arrive and prep space for rehearsal. Unlock the building, print sheet music, set up the space, gather materials.

**10:00-1:00** Rehearsal for our Studio Pop Project.

- Assist Director by taking blocking notes, making note of any props or small set pieces we will use for the performance.

**1:00-2:00** Lunch Break

**2:00-3:30** MTC Students have dance class. Prep the space, make sure it's been cleared from morning rehearsals, and touch base with the dance instructor to ensure they are set. While students are in class, you can use this time to get some administrative work done. Write the rehearsal report for the morning rehearsal, print materials for the next day's work, start building the daily call to be sent out later that evening, etc.

**4:00-5:00** We are having a guest speaker today! One of the directors of the show currently running on the Boyd-Quinson stage is coming to have a coffee chat with the MTC students. You might be asked to meet them outside and show them how make their way over to our studio space, and then you get to sit in on the conversation and participate/ask questions.

**EOD:** Check in with the Director of MTC to make sure that the Daily Call for the following day is up-to-date, and send it out by 10pm!