Classical Theatre Company

Education & Outreach Program

William Hardy Memorial
Professional Internship Program

Internship opportunities at Classical Theatre Company are designed to provide an enriching, career- broadening experience for qualified high school and college students. The program allows interns to participate in and learn from a professional theatre environment. The level of responsibility within our company requires that interns be motivated and energetic self-starters who are willing to expand their knowledge and training through our program. Interns are selected on a show-by-show basis. There are three internships available at this time: Acting, Technical/Production Assistance, and Administration.

Acting Internship:

- Acting interns are used within the rehearsal and performance process as understudies and/or supporting roles. This creates the opportunity to work with professional actors and learn new acting techniques.
- Actors must be present at all rehearsals. Rehearsals take place Tuesday-Friday evenings from 6pm-11pm, and Saturdays/Sundays 11am-5pm.
- While there is no guarantee for performance, actors must be on call 1 hour prior to each performance of their assigned production. Performances run Thursday-Saturday evenings at 7:30pm, and Sunday matinees at 2:30pm, and one Monday night performance during the run at 7:30pm.
- Actors not in performance will be given complimentary tickets to the shows, and are expected to attend once a week once the show is open.

Technical/Production Assistant Internship:

- Technical/ Production assistant interns work directly with the production staff to coordinate and run rehearsals and production meetings. During the run of the show, technical/production assistants manage the backstage area.
- Technical/Production assistants must be present at all rehearsals and performances. Rehearsals take place Tuesday-Friday evenings from 6pm-11pm, and Saturdays/Sundays 11am-5pm. Performances run Thursday-Saturday evenings at 7:30pm, and Sunday matinees at 2:30pm. There is one Monday night performance during the run at 7:30pm.

Administration Internship:

- Administration interns work directly with the administrative staff in several different production- related capacities. Duties may include: coordination of publicity opportunities, marketing and advertising assistance, handling box office functions, management of target groups, and organization of show-related events.
- Due to the varying nature of this program, the start date of the administration internship is dependent on the student's availability. Likewise, administrators have the opportunity to create a flexible schedule depending on the complexity of the show and the intern's experience.

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Important Information

- Applicants are expected to demonstrate entry-level knowledge of the theatre, and have an interest in pursuing a career within the industry.
- CTC will work with academic institutions that offer course credit for internships.
- Monetary compensation for interns is offered on a case-by-case basis, and when offered, is in the form of a cash stipend.

Application Process

A completed application will consist of the following parts:

1. **Cover Letter**–Consider the following questions in your cover letter: Why are you interested in an internship at this time? Why have you chosen the Classical Theatre Company? What qualities, skills, or interests make you the best candidate for this internship? What are your career goals? How does an internship at the Classical Theatre Company help you to achieve them?

2. **Application** – Please fill out the form included in this packet.

3. **Two Letters of Recommendation** – The letters should be from someone that is familiar with your work in the theatre. Please do not include letters from your immediate family.

4. **Resume** – Please include a current resume.

5. **Headshot** – This is only required if you are applying for an acting internship.

A limited number of applicants will be selected for the audition/interview process:

- Those applying for an acting internship will be required to perform one monologue from a classical play.
- Those applying for production assistant or administrative internships will be called in for an interview, and should be prepared to present examples of their work (writing samples, marketing materials, production books, etc.)

Please mail your application to the address listed on the form included in this packet.

For more information, please email Tom Prior (no phone calls, please) at: thomasp@classicaltheatre.org

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2010-2011 Professional Internship Application

Name: _____ Date of Birth: _____

Current Address:

_____ Phone Number: _____

_____ Alt. Phone Number: _____

_____ Email: _____

Current School Affiliation: _____

Major (if applicable): _____ Current Year/Grade: _____

Current GPA: _____ Graduation Date: _____

Extra Curricular Activities (if any): _____

Will you be completing this internship for credit? ____ yes ____ no

Area of Interest (if more than one, please number in order of preference):

☐ Acting ☐ Production Assistant ☐ Administration

Letters of Recommendation will be submitted by:

Name: _____ Name: _____

Title: _____ Title: _____

Phone: _____ Phone: _____

Please mail your completed application, cover letter, letter of recommendation, headshot (actors only), and resume to:

Classical Theatre Company
Attn: Internship Program
PO Box 541324
Houston, TX 77254

DEADLINE FOR APPLICATIONS: Rolling Admission

Applicants will be notified by email if they have been selected for an audition or interview.