

SEE-Beyond Awards—Resources for Theater Students

Professional Field Experience and Internships in Theater

*A professional internship is an essential part of pursuing a career in the theatre.
This is how you get your start as a theatre professional.*

There are many things to be gained through an internship:

- Learn new things and how to do things you know in a different way
- Meet professionals who will share their knowledge and experience with you
- Make contacts for future job opportunities.
- Build you professional résumé
- For actors and stage managers: consider registering with Actors' Equity as an Equity Membership Candidate so that you can earn points toward the fifty weeks of work required to join Equity as an actor or stage manager.
(<http://www.actorsequity.org/membership/emc.asp>)
- Make discoveries: What is it like to work in the theater in a full-time capacity? Do you have what it takes to be a theatre professional? Is this really what you want to do in the future?

An internship is an opportunity for on-the-job training in a theatre-related job while still a student. The object is to apply what has been learned in the classroom and the studio and to learn further through hands-on experience with working professionals. Training is enriched and new information and skills are brought back to Skidmore. Occasionally, internships are available in specific areas such as stage management, lighting, scenic design, costume design, sound, management, directing, acting, etc. More often than not, however, students find themselves with the title *Intern*, *Apprentice*, or *Production Assistant*. This tends to cover every possible task one might be asked to perform in a theatre.

The Skidmore Theatre Department encourages students to participate in professional internship programs whenever possible, including rising sophomores. Academic credit is available through Professional Internship in Theatre, TH299 (3 or 6 semester hours) and TH399 (3, 6 or 9 semester hours). The total number of TH299 and TH399 credits will be restricted to a maximum of **twelve** over four years. Most students taking advantage of this program do so during the summer after each of the first three years or during a semester of their junior or senior year. Others have received 3, 6 or 9 credits for each of two summer experiences. Internships may be supplemented by an Independent Study with faculty sponsorship.

Internships are possible for a full semester, during all or part of the summer, or, locally, on a part-time basis, while enrolled in limited courses at Skidmore. Internships may be setup with production organizations (regional or summer stock theatres, opera or dance companies, commercial production companies, etc.), individual artists, radio or television stations, film companies, scenic, lighting, prop, costume or wig shops, casting directors, etc.

In addition to the valuable skills and information gained in an internship, there are a number of secondary considerations that include the development of a more impressive

résumé, vital professional contacts, and the very real possibility of a job with the same organization upon graduation.

Interns are rarely paid much (or anything) for this work. Some internships or apprenticeships involve a fee to be paid by students to cover room and board and/or tuition. Some theatres provide limited stipends and/or housing.

Some of the most valuable internships are year-long and are designed for students who have already graduated.

Summer internship applications are generally due between January and early March.

Process for Securing an Internship:

1. Seek-out appropriate sources of information (posted flyers, resources listed here, word of mouth from students who have completed successful internships, The Skidmore Career Development Center, family friends, etc.)
2. Choose between being a “big fish in a little pond” (e.g.: an actor or designer in small non-union theatre) or ‘a little fish in a big pond’ (e.g.: an intern in a well-establish summer theatre like Williamstown Theater Festival) — either or both can be of great value.
3. Locate target programs and research internship opportunities. Be sure to look at well known institutions like the Juilliard School, Wolf Trap Foundation for the Performing Arts, Lincoln Center for the Performing Arts and the Smithsonian Institution.
4. If possible, talk to students who have completed internships. Ask them about their experiences in specific programs.
5. Complete applications for part-time internships during the academic year and for summer (full-time). Be prepared to audition or interview for placements, where applicable.
6. Prepare your résumé and cover letters (include SASE).
7. Mail material as early as possible.
8. Make follow-up calls.
9. industry internships offer a stipend. Always ask.
10. Audition or interview (if called)
11. Obtain departmental and college approval if seeking academic credit. If you want academic credit (TH299/399) obtain guidelines from the Office of Academic Advising and talk to an appropriate faculty member who would be willing to sponsor you. The nature of the credit (TH299 or TH399) generally depends upon how much training and experience you might have—a rising sophomore will likely receive TH299 credit while a junior would receive TH399 credit. The number of credits (3, 6 or 9) depends, in part, upon the length of the internship and the hours worked each week. Your sponsor will establish course requirements with you (e.g.: reading list, journal, regular reports, exit report). Fill-out and submit all appropriate paperwork.

Things You'll Need:

- **Résumé:** A résumé is a summary of your experience and training. Theater résumés have a very specific format. Visit the following website for information on how to develop an appropriate résumé:
<http://www.skidmore.edu/academics/theater/studentInfo/resumes.html>
- **Letters of Recommendation:** Most programs require recommendations. At least one recommendation should be from a theater faculty member who knows your work in class and on productions.
- **Transcripts** (only if you are seeking a full semester or post baccalaureate program)

Please note, internet links may change overtime—if direct links below do not work, try searching keywords, such as 'internships' or 'summer employment,' with the following organizations.

Newspapers and Periodicals

- **ArtSEARCH** (<http://www.tcg.org/artsearch/>)
- **Back Stage** (weekly) (<http://www.backstage.com/>)

Bookstores: These have information on theater jobs and internships.

- **Drama Book Shop:** 250 W. 40th St., New York, NY 10018, Tel: (212) 944-0595
- **Applause Theatre Books:** 19 West 21st Street, Suite 201, New York, NY 10010, Phone 212-575-9265, Fax 212-575-9270
- **Samuel French, Inc/Ltd**
- **Theatrebooks, Inc.:** 1600 Broadway, room 1009, NYC 10019 (212) 757-2834

The Internet

Here are but a few selected websites. Explore them and allow their links to lead you elsewhere. Some of these programs are for the summer, some for a full semester and some for after you graduate. A number of them (such as Internships.com) are clearing houses for finding internships. Most of the URLs listed will take to directly to internship information. This list is a sampling and is by no means complete.

Please note, internet links may change overtime—if direct links below do not work, try searching keywords, such as 'internships' or 'summer employment,' with the following organizations.

1. **Internships.com** (<http://www.internships.com/summerinternship/theatre>)
2. **TDF Play by Play Internship Listings** (<http://www.tdf.org/PlaybyPlayOnline/v1211/pxpInternships.html>)

3. **Professional Summer Theater Directory** (http://academic.cengage.com/resource_uploads/static_resources/0495898074/24674/summer_theatre_companies.html)
4. **Playbill.com Casting and Jobs** (<http://www.playbill.com/jobs/find/>)
5. **Backstage** (<http://www.backstage.com/>)
6. **Steppenwolf Theatre** (<http://www.steppenwolf.org/Teach-Learn/Professional-Development/Internship.aspx>)
7. **Strawhat Auditions** (<http://www.strawhat-auditions.com/>)
8. **American Theatre Wing Internship Group** (<http://americantheatrewing.org/theatreinterngroup/>)
9. **The O'Neill Theater Center** (<http://www.theoneill.org/join-us/opportunities/>)
10. **Bucks County Theatre Arts Center** (<http://www.theatreartscenter.com/bucks-county/summer-programs/internships/>)
11. **The Goodman Theatre** (<http://www.goodmantheatre.org/Engage-Learn/internships/>)
12. **The Studio Theatre** (<http://www.studiotheatre.org/about/opportunities/internship.aspx>)
13. **The Public Theater** (<http://www.publictheater.org/content/view/29/105/>)
14. **Second Stage Theatre** (http://www.2st.com/jobs2st/internships__volunteer)
15. **American Repertory Theatre** (<http://www.amrep.org/intern/>)
16. **Double Edge Theatre** (<http://www.doubleedgetheatre.org/internships.html?gclid=CPmu58rNr7cCFc4DOgod1XAAKA>)
17. **Hanger Theater Lab Company** (<http://www.hangartheatre.org/lab-company.html>)
18. **Off Stage Jobs.com** (<http://backstagejobs.com/jobs.php?internship=yes>)
19. **Berkeley Rep** (<http://www.berkeleyrep.org/groundfloor/internships.asp>)
20. **The Wilma Theater Internship and Fellowship Programs** (<http://www.wilmatheater.org/education/internships-fellowships>)
21. **Maine State Music Theatre** (<http://msmt.org/employment/internships/>)
22. **The Guthrie Theater** (http://www.guthrietheater.org/guthrie_opportunities/career_opportunities/internships)
23. **Long Wharf Theatre** (http://www.markstevenson.com/projects/wharf/current/about_employment_intern.html)
24. **The Juilliard School** (<http://www.juilliard.edu/about/professional-intern-program>)
25. **New Dramatists** (<http://newdramatists.org/how/bernard-b-jacobs-internship-program>)
26. **Goodspeed Musicals** (<http://www.goodspeed.org/education-library/internships>)
27. **Wolf Trap** (http://www.wolftrap.org/Education/Internships_for_College_Students.aspx)
28. **New York Theatre Workshop** (http://www.nytw.org/intern_opportunities.asp)
29. **Lookingglass Theatre** (<http://lookingglasstheatre.org/content/people/internships>)
30. **Boston University London Internship Program** (<http://www.bu.edu/abroad/programs/london-internship-program/>)
31. **Atlantic Theatre Co.** (<http://atlantictheater.org/work-with-us/>)
32. **Ford's Theatre** (<http://www.fordstheatre.org/work-ford-s/fords-theatre-internships>)
33. **Arena Stage** (<http://www.arenastage.org/education/education-programs/internships-fellowships/>)
34. **Alley Theatre** (http://www.alleytheatre.org/Alley/Education_Internship_Program.asp)
35. **Chicago Shakespeare Theatre** (<http://www.chicagoshakes.com/main.taf?p=7,5,3>)
36. **Indiana Repertory Theatre** (http://www.irtlive.com/students_and_educators/internships/)
37. **Theatre Communications Group** (<http://www.tcg.org/about/internships.cfm>)
38. **Princeton Summer Theater** (http://www.princeton.edu/~pst/get_involved/internships.html)
39. **Roundabout Theatre co.** (<http://www.roundabouttheatre.org/Teach-Learn/Apprenticeships/Internships.aspx>)
40. **Alliance Theatre Company** (<http://alliancetheatre.org/>)
41. **California Musical Theatre** (<http://www.californiamusicaltheatre.com/>)
42. **Jacob's Pillow Dance** (<http://www.jacobspillow.org/education/internships/>)
43. **Center Stage** (<http://www.centerstage.org/>)
44. **Arden Theatre** (<http://www.ardentheatre.org/opportunities/apa.html>)
45. **Glimmerglass Opera** (<http://glimmerglass.org/company/internships/>)

46. **Great Lakes Theater** (<http://www.greatlakestheater.org/work-with-us/internships>)
47. **The Kennedy Center DeVos Institute of Arts Management** (<http://www.kennedy-center.org/education/artsmanagement/internships/>)
48. **Manhattan Theatre Club** (<http://www.manhattantheatreclub.com/education/internships>)
49. **Portland Stage** (<http://www.portlandstage.org/Page.22.Internships>)
50. **Richard Frankel Productions Theatrical Management** (<http://www.rfpny.com/internships.php>)
51. **Dream Career Theater Summer Internships** (<http://www.summerinternships.com/theatre-arts-internships/>)
52. **McCarter Theatre Center** (http://www.mccarter.org/AboutUs/AboutDefault.aspx?page_id=43)
53. **Signature Theatre** (<http://www.signature-theatre.org/>)
54. **Actors Theatre of Louisville** (<http://actorstheatre.org/learn/ai-company/>)
55. **Alliance of Resident Theatres New York** (<http://www.art-newyork.org/internship-program>)
56. **Lyric Opera of Chicago** (<http://www.lyricopera.org/about/employment.aspx>)
57. **Seattle Repertory Theatre** (<http://www.seattlerep.org/About/Employment/Internships/default>)
58. **The Drama League** (<http://dramaleague.org/about/opportunities/>)
59. **SoHo Think Tank, Ohio Theatre, Ice Factory** (<http://www.sohothinktank.org/icefactory06interns.html>)
60. **Shakespeare Theatre Co.** (<http://www.shakespearetheatre.org/info/education/expand-your-knowledge/internships-and-fellowships>)
61. **The Wooster Group** (<http://www.thewoostergroup.org/twg/twg.php?internships>)
62. **Westport County Playhouse**
(<http://www.westportplayhouse.org/education/woodwardinternshipprogram.aspx>)

Some Definitions and Explanations

Commercial Theatre: Theatre for profit; generally involves trained union professionals

Broadway: Commercial theatre in the legitimate theatres in a designated area in NYC;

Independent producers create production organizations for each new production and then rent available theatres for open-ended runs.

Off-Broadway: A combination of commercial and not-for-profit theatres in NYC; generally smaller than Broadway theatres; most have union contracts in force; some maintain permanent staffs and offer internship opportunities.

Off-Off Broadway: Generally noncommercial theatre in the smallest of venues in NYC; nonunion; often involves experimental or alternative approaches to theatre.

Not-For Profit Theatre (Noncommercial): Organizations supported through foundation grants, local, state and federal funding programs, donations, underwriting, and ticket sales; includes professional organizations and amateur/volunteer organizations

Regional Theatre: Noncommercial theatres in cities throughout the country belonging to LORT (League of Resident Theatres); Permanent production organizations; limited union contracts; internship opportunities; usually in operation Sept. through May

Arts Centers: Noncommercial performance complexes such as the Kennedy Center in Washington, DC and Lincoln Center in NYC.; range of activities including theatre, opera, music, dance, film, etc.; permanent professional staff

Summer Stock: Theatres in operation throughout the country during the summer; range of types involving both professional and amateur staffs including “star” houses, musical tent theatres, Equity regional theatres and nonunion resident theatres; may include prepackaged touring shows, classics, tryouts of new plays; both union and nonunion

personnel; internship and/or apprentice opportunities in addition to staff positions; may involve producing one show each week.

Community Theatres: Grass roots local theatres that are based upon volunteerism of both trained and untrained amateurs; nonunion.

Dinner Theatres: Often found in resort and suburban areas; light comedies and musicals, often packaged; either union or nonunion.

Dance and Opera Companies: mostly not-for-profit; all employ administrative, production and technical personal and many accept interns; often involves national and/or international touring as well as residencies; might be union or nonunion.

Children's Theatres: Companies (often touring) specializing in production for children; commercial and not-for-profit; often retain permanent staffs, usually nonunion.

Equity Showcase (Equity Waiver) Theatres: Short-run productions showcasing Equity actors, directors, designers and playwrights; little if any pay; union members work under contracts allowing for inexpensive production costs; most based in NYC and LA.

Equity Membership Candidate Program: A program developed by Actors' Equity Association enabling nonprofessional actors and stage managers to get credit towards Equity membership for work at certain Equity theatres. An EMC must complete fifty weeks of work to qualify for AEA membership. These hours may be accumulated over a period of time in different theatres. After the fifty week period an EMC has a five year eligibility period. Not all Equity theatres have EMC programs and the specific conditions and responsibilities differ from theatre to theatre.

Examples of Internships

- Production Assistant (we regularly place students in such local summer theaters as *Opera Saratoga*, *The Saratoga Shakespeare Company* and *The Adirondack Theater Festival*)
- Semester-long stage management internship at a regional theater
- Television, radio studio or film production assistant
- Apprenticeship in a summer stock theater (we regularly place students in such theatres as *The Williamstown Theatre Festival* and *The Berkshire Group*)

Theatres Near Skidmore College

(a combination of "big ponds" and "little ponds")

[Adirondack Theater Festival \(Saratoga Springs, NY\)](#)

[Opera Saratoga \(Saratoga Springs, N Y\)](#)

[Saratoga Shakespeare Company \(Saratoga Springs, NY\)](#)

[Williamstown Theatre Festival \(Williamstown, MA\)](#)

[Berkshire Theatre Group \(MA\)](#)

[Shakespeare & Co. \(Lenox, MA\)](#)

[Capital Rep \(Albany, NY\)](#)

[Fort Salem Theatre \(Fort Salem, NY\)](#)

[Barrington Stage Company \(Pittsfield, MA\)](#)

[Lake George Dinner Theater \(Lake George, NY\)](#)

[Mac-Haydn Theatre \(Chatam, NY\)](#)
[Hubbard Hall](#)
[Park Playhouse \(Albany\)](#)
[The Theatre Barn \(New Lebanon, NY\)](#)
[Dorset Theatre Festival \(Dorset, VT\)](#)
[Oldcastle Theatre Company \(Bennington, VT\)](#)
[Home Made Theater \(Saratoga Springs\)](#)
[Blue Lake Fine Arts Camp](#)

SEE-Beyond Skidmore College Summer Educational Experiences Award

This is an exciting new opportunity for those who plan to study, train or work in a theater-related activity during the summer. The award of \$4000 can be used for a range of experiences, for example: an internship with a theater company such as Williamstown Theatre Festival, Berkshire Theatre Festival, Saratoga Shakespeare, etc. (support for housing, living expenses, travel, fees, etc.) or training fees and expenses (e.g.: the SITI at Shakespeare & Co., Michael Howard Studios, Stella Adler Studio, etc.).

Although the Application Process indicates 8-10 week programs, there would be flexibility in this (therefore a program like Shakespeare & Co. which is only 5 weeks but accounts for well over 240 hours would be acceptable).

The experience need not involve formal internship credit, though it could.

Students must be enrolled full time and be in good academic, social, and financial standing with the College. International students should check with Student Academic Services before applying to identify any requirements they need to meet to qualify for this award. These awards cannot be combined with other funded experiential learning opportunities at Skidmore.

The application consists of a completed Application Form and a 2-3 page Application Essay describing the relevance of the experience to your educational goals. Describe your preparation for the experience and how the experience will enhance your liberal arts education. You must also provide a specific description of the activities and responsibilities associated with the experience. This application process is competitive, and your essay will be judged on the quality and clarity of the writing. No vague or poorly written proposals will be accepted. You must also submit a Supervisor's Statement in which an on-site supervisor or sponsor must confirm your acceptance into the program, organization, or institution and indicate his or her support for the learning goals you describe.

Selection Criteria:

1. Quality of the Application Essay
2. Substance and rigor of the experience
3. Consistency of the experience with the student's academic goals and degree of preparation

The Theater Department will determine which single application to put forward to an all-College committee. Students should pay particular attention to the selection criteria, particularly the quality of the essay and a clear statement of how this experience will enable you to grow as a theater artist.

Information on the deadline for completed applications (generally, the end of March) will be announced each spring. should be sent to lopitz@skidmore.edu as email attachments.

Juniors will likely be given preference for this award.

Obviously, any award would be contingent upon being accepted in the desired program. You might, therefore, consider indicating alternative programs to which you will be applying.