



YAS INTERNSHIPS AND LEADERSHIP OPPORTUNITIES

2025/26

INTERNSHIP OPPORTUNITIES

Studio Participants may be assigned up to TWO internships per year. Interns should expect to come in AT LEAST 2-3 hours, once per week from September-December and/or January-April plus “specialty” hours for other opportunities. Assignments will be based on interest, availability, and experience.

Production (Scenic, Costumes, Props, Lights, Sound, Technical Direction)

WHO YOU WILL WORK WITH: Civic Production Staff

- Scenic Design (Kat)
- Costume Design (Jen)
- Sound Design (Sam)
- Lighting Design (Catie) - Must be available weekdays before 6 pm or have flexibility for weeknights/weekends during tech for Civic productions
- Technical Direction (Malcolm)

WHAT YOU WOULD DO: Work side by side with a Civic Production Staff member as they prepare for a Season show (or shows). You could choose a single area to focus on all year, or identify two different areas you would like to try within each internship. Learn how Production Staff members prepare/research a show, what tools they use to communicate their designs, techniques they use to realize the design, how they collaborate with other members of the production & artistic staff, and how they ultimately bring their ideas to life!

Education Administration

WHO YOU WILL WORK WITH: Jenna Betka-Pope, Deb Wright, and Josh Kurchinski

WHAT YOU WOULD DO: Spend 1-2 afternoons a week helping the Education Department with various tasks such as: preparing classroom materials, preparing physical classroom spaces, data management, greeting and/or releasing students, researching shows for performance block & summer camp, preparing materials for TA training and outreach events, general organization and administrative tasks.

Marketing & Communications

WHO YOU WILL WORK WITH: Noddea Skidmore

WHAT YOU WOULD DO: Help prepare marketing materials for radio, social media, and digital (depending on your skill/interest level), serve as event staff for special programs and events, set up/tear down and assist with promotional photo and video shoots, proofread playbills and other marketing materials, research marketing ideas for shows/season, take photos/video of Civic opening nights and special events as well as School events for social media, assist with general organization and administrative tasks. There will ONLY be fall internships available for this year as well as some special opportunities during the winter and spring terms. Fall internship times are Tuesday, Wednesday, or Thursday from 2:30-4:30pm as well as some nights/weekends for show/event-based tasks; up to two interns will be accepted for the fall term. *The students who apply for this opportunity cannot audition for or be involved in the Holiday Show due to related events.*

Playbill Assistant Editor

WHO YOU WILL WORK WITH: Josh Kurchinski

WHAT YOU WOULD DO: Assist in playbill editing for the Education Department and all Mainstage playbills. This position would be particularly beneficial during the winter and spring when we are balancing playbills for the January and March Mainstage shows, City Wide Drama Club, and Performance Block.

Tasks may include but are not limited to:

- Writing biographies for youth casts based off of questionnaire submissions
- Designing elements of and proofing digital and printed media
- Assisting with company member headshots
- Company data management: assist in collecting and maintaining info from cast and crew members
- Learn to edit online playbill via InstantEncore: embed hyperlinks, insert graphics/advertisements, edit text, etc.
- Printing, preparing, and dispensing paper programs

Development

WHO YOU WILL WORK WITH: Kim Vincent and McKenzie Rounds

WHAT YOU WOULD DO: Assist in donor communication, set up/tear down for donor events, take photos/video of Civic and School events for donors, assist with general organization and administrative tasks, learn about the grant writing process, and collect data for grants and private donors

Volunteer Coordinator Intern

WHO YOU WILL WORK WITH: Nolan Patin

WHAT YOU WOULD DO: Assist with opening night projects/gifts, cast party preparations, audition and callback preparations, data entry, and help with the management of costume and prop rental inventory. Volunteer interns would most likely be needed 2-3 hours per week on Thursday afternoons except for the weeks of auditions and opening nights, the intern will come in on that Friday.

LEADERSHIP OPPORTUNITIES

Studio Participants may participate in Education Department Leadership Roles at any point throughout the year. Production Leadership roles are limited to Performance Block and would be in alignment with their rehearsal schedule. Assignments will be based on interest, availability, and experience.

Production Leadership Roles in Performance Block (pending approval by Education Department)

- Student Stage Manager
- Assistant Director, Assistant Choreographer, Assistant Music Director
- Assistant Designer: Costumes, Scenery, Lights, Sound, Props
- Various backstage/production roles including deck crew, fly rail operator, A2, sound or light board operator, dresser.

Education Department Leadership Roles

THEATRE ASSISTANT/TA (pending approval by Education Department and training)

- School Year TA in Theatre Classes - Fall, Winter, Spring
- Summer TA in Camp - Early Explorers, Creative Quest, Dramatic Discovery
- ALL TAs are required to successfully complete TA training with Jenna Betka-Pope prior to being placed in a classroom
- Students who already TA are encouraged to continue doing so! You do NOT have to stop being a TA to pick up another Leadership Role or Internship, but do be sure you can manage your time wisely.