



Center for Puppetry Arts Production Internships

Production interns assist in various aspects of the day-to-day activities of the Production department, such as scenic carpentry, scenic painting, puppet building, costume building, lighting installation, etc. These internships will provide the intern with valuable, real-world experience as well as providing the Center with additional staffing which is critical in the operation of a non-profit.

Production Internships may be customized to accommodate intern's and Production Department's needs. As a guideline, interns will work at least 15 hours per week during the current quarter/semester, for a minimum of 150 hours. Those hours may be worked in any combination at the discretion of the intern and the supervisor.

Interns must be focused, organized, motivated, detail-oriented, flexible, and possess strong theater skills. If in college, the intern must be majoring in a theater-related field with a GPA of at least 3.0. Non-college applicants will be considered if they can demonstrate a real interest/need in gaining experience in the field. Preference is given to applicants with experience working in non-profit or who intend to pursue a career in the arts.

Production interns will be expected to be punctual and adhere to the predetermined schedule. Production's demanding construction schedule may at times require interns to work independently on specific tasks. Interns are expected to be attentive to instruction and to ask for clarification if unclear about an assignment.

Interns completing the full requirements of the internship will receive a \$200 stipend at the end of the internship. In addition, the intern will receive 4 free tickets to all Family Series performances and 2 free tickets to all adult performances during their internship, as well as a 20% discount in the Center's Museum Store.

Please note: Internship availability depends on production department's season schedule and specific show needs. Long term projects from the following categories may be available for production interns:

Puppet Building Shop

- Assisting Resident Puppet Builders with the construction of puppets, props and costumes for upcoming CPA productions
 - Duties may include:
 - Sewing: hand and machine
 - Patterning
 - Foam patterning and fabrication
 - Molding and casting
 - Sculpting
 - Painting
 - Basic woodworking
 - Desired Qualifications:
 - Strong craft skills
 - Excellent attention to detail
 - Experience working with a variety of materials including hand and power tools, fabric, foam, high-tech plastics, wood, and toxic adhesives

Scene Shop

- Assisting Resident Production staff with the construction of scenic elements for upcoming CPA productions
 - Duties may include:
 - Scenic construction
 - Woodworking and metalworking
 - Painting
 - Sculpting
 - Rigging masking
 - Loading in scenery
 - Sewing: hand and machine
 - Desired Qualifications:
 - Strong construction skills
 - Knowledge of basic stage terminology and shop safety
 - Experience working with a variety of materials and tools
 - Ability to lift and carry a minimum of 25 pounds regularly
 - Comfortable working on ladders
 - Mental and physical flexibility

Electrics

- Assisting Resident Production staff with the implementation of lighting, sound, and video elements for upcoming CPA productions
 - Duties may include:
 - Hang, circuit, and focus of lighting plots
 - Preparing sounds systems for rehearsals and performances
 - Repair and maintenance of equipment
 - Assist in managing and generating paper work
 - Fulfilling the electric needs for other Center activities (events, tours, etc.)

- Desired Qualifications:
 - Skills in lighting and sound systems operations
 - Skills in electrical, audio, and video wiring
 - Skills in trouble shooting and problem solving
 - Motivated and responsible
 - Comfortable working on ladders
 - Ability to lift and carry a minimum of 25 pounds regularly
 - Knowledge of PC and Mac Platforms
 - Knowledge of Vectorworks, Lightwright, and Q-lab

Stage Management

- Assisting Resident Stage Manager with rehearsal of upcoming CPA productions
 - Duties may include:
 - Assisting with preparation of space for rehearsals
 - Operating one or more technical elements during rehearsals (audio playback, video recording, lighting)
 - Communicating between rehearsal personnel and other members of Production Staff
 - Assisting performers during the rehearsal process (being “on book”, acting as a “stand-in”, taking line notes, etc.)
 - Script supervision
 - Other miscellaneous office tasks as assigned
 - Desired Qualifications:
 - Excellent communication skills
 - Excellent time and task management skills
 - A positive and professional attitude
 - Clerical skills
 - Knowledge of PC and Mac Platforms
 - Knowledge of technical theater
 - Knowledge of basic notation for theater (blocking, technical terms, and equipment)

To be considered, please mail your resume, a letter of interest (***please indicate the Production category that you are most interested in pursuing***), resume, portfolio of work and course requirements (if applicable) to:

Amy Rush
 Internship Coordinator
 Center for Puppetry Arts
 1404 Spring Street, NW
 Atlanta, GA 30309

Or fax to: 404.873.9907. Or email to: internship@puppet.org. No phone calls please.

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