



THE
**WIMBERLEY
PLAYERS**
Amazing Theatre!

SUMMER 2022 INTERNSHIPS

The Wimberley Players are currently seeking Summer 2022 interns and teaching assistants. All positions are in-person at The Wimberley Playhouse, 450 Old Kyle Road, Wimberley, TX 78676. \$9-10 per hour.

Link to apply: wimberleyplayers.org/jobs

Contact: Trish Rigdon Managing Artistic Director
managingartisticdirector@wimberleyplayers.org
512-847-0575

Summer 2022 Position Descriptions:

STAGE MANAGER INTERN

Works as Production Stage Manager for *I Love You, You're Perfect, Now Change* under the direction of Milton Zoth, Director, with oversight by Trish Rigdon, Managing Artistic Director.

Qualifications:

- Prior experience as Stage Manager is required.
- Currently enrolled in college-level Stage Management program is preferred.

Work Schedule

- Auditions – May 7, 2-5 pm, May 8, 6-9 pm, May 10, 6-9 pm, May 11, 6-9 pm
- Rehearsals – May 24 - July 8 (Tues-Friday, 6-10 pm and Sunday, 2-5 pm)
- Tech Rehearsals – July 9 & 10 (9 hours each day, including a dinner break)
- Dress Rehearsals – July 12, 13, and 14, 6-10 pm
- Performance Calls – July 15 – August 7, Fridays and Saturdays, 6-10 pm and Sundays, 1-5 pm

Responsibilities

- Works with Technical Director to tape out the set layout before the first rehearsal
- Organizes and issues daily schedules and calls in accordance with the director's rehearsal plan
- Ensures that rehearsal space is set up and all furniture and properties needed for the day's work are in place
- Attends and runs rehearsal according to schedule to ensure the day's work plan is completed
- Records blocking and creates a prompt script to track props and set changes
- Provides daily rehearsal reports using Wimberley Players template to communicate director's wishes managing artistic director, technical director, creative team, and crew
- Oversees organization and tracking of properties, furniture, and set changes
- Attends weekly production meetings, takes notes, and provides reports to the director, managing artistic director, technical director, and creative team.
- Schedules costume fittings, hair, and make-up sessions as needed based on actor and designer availability
- Acts as the primary liaison for Wimberley Players producer, director, managing artistic director, technical director, creative team, and crew
- Assists Managing Artist Director with monitoring that all Wimberley Players policies are followed
- Call all cues for lighting, sound, and camera operators, and backstage running crew.
- Provides Performance Reports using Wimberley Players template to the producer, director, managing artistic director, technical director, and creative team at the end of each performance



ASSISTANT STAGE MANAGER INTERN

Works as Assistant Stage Manager for *I Love You, You're Perfect, Now Change* under the direction of Milton Zoth, Director and Production Stage Manager, with oversight by Trish Rigdon, Managing Artistic Director.

Qualifications:

- Prior experience as Assistant Stage Manager is preferred.
- Currently enrolled in college-level Stage Management program is preferred.

Work Schedule:

- Rehearsals – May 24 - July 8 (Tues - Friday, 6-10 pm and Sunday 2-5 pm)
- Tech – July 9 & 10 (9 hours each day, including a dinner break)
- Dress Rehearsals - July 12, 13, and 14, 6 - 10
- Performances - July 15 – August 7 (Fridays and Saturdays 6-10 pm and Sundays 1-5 pm)

Responsibilities

- Assists with Stage Manager job responsibilities described above as needed and directed by the Production Stage Manager
- Assists actors with line-runs as needed
- Gives actors line prompts in rehearsal when called
- Provides all actors with individual line notes for all off-book run-throughs
- Provides director and stage manager copy of consolidated line notes if requested

PRODUCTION INTERN

Assists Technical Director of musical comedy *I Love You, You're Perfect, Now Change* under the direction of Milton Zoth, Director with all aspects of technical areas of theatre.

Dates: May 23 – July 14 (possible extension to August 7)

Hours: 20 hours per week (average)

Qualifications:

- Knowledge of and experience in one or more technical theatre areas (scenery, lighting, sound) is preferred
- Current enrollment in a college-level technical theatre program is required.

Responsibilities:

- Assists Technical Director with all aspects of scenery and properties build, hanging of soft-goods, light hang and focus, installation and setup of sound, projection, and camera equipment.
- Option to continue in production crew role as a light board operator, sound board operator, or livestream camera operator for technical rehearsal July 9 & 10 (9 hours each day, including a dinner break), dress rehearsals - July 12, 13, and 14, 6 – 10 pm, and performances July 8 – August 7 (Fridays and Saturdays, 6-10 pm, Sundays, 1-5 pm).



THEATRE ADMINISTRATIVE/MARKETING INTERN

Assists Managing Artistic Director with all administrative and marketing aspects of running a nonprofit community theatre as needed.

Dates: May 1 - August 7

Hours: 12 hours per week, schedule to be determined based on student availability

Qualifications:

- Experience with either Windows or macOS computers is required
- Knowledge of Facebook Business Suite, Instagram, and Twitter business accounts is preferred
- Knowledge of Google apps, including Google Mail, Drive, Docs, Sheets, Calendar, Forms, and Slides is preferred
- Knowledge of Microsoft Office Suite products, including Word, PowerPoint, and Excel is preferred
- Experience with graphic design software such as Canva, Procreate, or Adobe Creative Suite InDesign, Photoshop, Illustrator is preferred
- Experience with motion picture editing software such as Adobe Premiere Pro, Final Draft, etc. is optional
- Experience with website hosts such as WIX, Word Press, or other hosting platforms is optional

Responsibilities:

Assists with all aspects of theatre management, administrative and marketing tasks as needed, including but not limited to

- Creating graphics for social media
- Advanced scheduling of social media posts
- Listing of productions on community calendars
- Filing
- Reconciling of expense receipts with bank statements
- Data input on donor management software
- Answering phones
- Assisting patrons with ticket and subscription purchases

FIRST STAGE THEATRE CAMP TEACHING ASSISTANTS (2 needed)

First Stage Theatre Camp is a three-day workshop for children 8 – 12, Requires a background check. Stage Management, Theatre Administrative/Marketing, and Production Assistant interns are also eligible for this position.

- Qualifications: Current enrollment in a college-level theatre or teaching program is required.

Dates: August 1, 2, & 3

Hours: 8:00 am – 3:00 pm.

Responsibilities:

Assist Camp Director Sydney Simpson as needed, including but not limited to managing a small group of 4-6 students to help them complete projects and monitor their participation, interactions, and behavior.