INTIMAN THEATRE FESTIVAL

STREET ADDRESS:
201 Mercer Street, Seattle, WA 98109
info@intiman.org

MAILING ADDRESS:
PO Box 19537, Seattle, WA 98109
206.441.417

WORKING WITH INTIMAN:

Intiman is seeking to foster Seattle's next generation of stellar production artists. Intiman's Apprenticeship Program is great for early career designers and managers looking to learn from seasoned theatre-makers. Those accepted to our internship program are included in our summer festival family, get free tickets to every show and are invited to participate in all Inti-Fresh events!

We have 3 openings for SM Apprentices. The dates are listed below. Application and tuition to Intiman's Apprenticeship Program is free.

JOB DESCRIPTION

Title:	Stage Management Apprentice
Department:	Production
Supervisors:	Stage Manager and Production Manager
Classification:	Apprenticeships – Full Time, Stage Management Apprentice on Main stage Show
Dates Set 1:	June 30 – August 2
Date Set 2:	July 14 – October 4
Date Set 3:	July 28 – October 4

Basic function:

To assist with in a wide range of duties in support of the Stage Management team. Stage Management Apprentices are required to attend rehearsals, provide support during tech and into the run of the show, if needed. This apprentice will learn about working under the Actors Equity Association contract and gain an understanding of technical elements in the production process; tracking textual changes; noting blocking; tracking props and aiding the Stage Manager with production paperwork and schedules.

The festival includes one show at 12th Avenue Arts, ORPHEUS DESCENDING, two shows in the 446-seat Playhouse Theatre, JOHN BAXTER IS A SWITCH HITTER and THE CHILDREN'S HOUR and one show in the 110-seat Studio Theatre, BOOTYCANDY. Shows are rehearsed and performed in repertory.

Duties and Responsibilities include, but are not limited to:

- Setting up rehearsal spaces and maintaining the rehearsal environment
- Assisting with normal stage management duties
- Assisting with backstage management during the run of the show
- Work closely with both administrative and technical departments
- Help maintain databases, calendars and production records
- Assist on any special projects on an as-needed basis

Desired Skills and Experience:

- BA or enrolled in Theatre program or professional experience in Stage Management
- Effective communication skills
- Some technical theater experience
- Detail-oriented and organized
- Computer proficiency, specifically in all Microsoft Office and Google applications
- Willingness to learn and work as part of a team

Expectations:

- Open, honest communication
- Identify issues before they become problems
- Positive attitude
- Utmost confidentiality

Email cover letter, resume and three references to:

Whitney Breite, Production Stage Manager | whitney@intiman.org
AND
Jennifer Zeyl, Artistic Producer |jennifer@intiman.org

Intiman Theatre is an equal opportunity employer, and individuals of all cultural backgrounds and abilities are welcome and encouraged to apply for all positions.