

Skill Level 1

Role	Responsibilities	Skills to learn by end of Program
Lead Intern	<ul style="list-style-type: none"> -Ensures all interns are following general responsibilities -Brings general intern concerns/requests to the Production team -Has check ins with all interns every so often 	<ul style="list-style-type: none"> -General leadership skills -Cross communication skills -General organizational skills
Assistant Technical Director	<ul style="list-style-type: none"> -Attend all set builds -Operate fly rail system during show 	<ul style="list-style-type: none"> -How to use wide variety of tools -How to draw a set design -How to use the fly rail system
Assistant Acting Coach	<ul style="list-style-type: none"> -Run warm ups -Block a short scene -Assist participants with extra help when needed 	<ul style="list-style-type: none"> -Understanding the different parts of the stage -How to block a scene -How to analyze a script/table work -How to run warm ups
Assistant Dance Coach	<ul style="list-style-type: none"> -Run warm ups -Choreograph part of a number -Act as Dance captain *Run Choreography review & clean up spots as needed 	<ul style="list-style-type: none"> -How to choreograph a number -How to adjust choreography to fit different skill levels -How to effectively field questions -How to run warm ups
Assistant Music Coach	<ul style="list-style-type: none"> -Run warm ups -Remind participants of dynamic markings/notes -Assist participants with extra help when needed 	<ul style="list-style-type: none"> -How to lead a sectional/voice part rehearsal -How to run warm ups -What dynamics are/how to mark music -Understanding the general structure of sheet music
Assistant Stage Manager	<ul style="list-style-type: none"> -Rehearsal report creation -Practicing taking down blocking -Attendance record keeping 	<ul style="list-style-type: none"> -How to create a rehearsal report -Organizational skills (how to use/organize a google drive, record keeping, storing documents, etc.) -How to write short hand for blocking -Time management skills (starting/ending on time, keeping track of the time, monitoring attendance)
Assistant Producer/Content Creator	<ul style="list-style-type: none"> -Assist with social media posts/stories -Keeps track of the workshops that each Mentor will be doing and coordinates with staff to make sure they get scheduled -Work on any spreadsheets requested by the mentor 	<ul style="list-style-type: none"> -How to create a spreadsheet -How to communicate via email internally & externally -How to track/juggle multiple tasks

Skill Level 1

Role	Responsibilities	Skills to learn by end of Program
Lighting Assistant	<ul style="list-style-type: none"> -Run the light board during shows -Be present for any light hanging/programming -Program a small part of the show 	<ul style="list-style-type: none"> -How to write cues into a script -How to install/hang light fixtures -Understands the lighting board -Practical application of the process from vision to programming -How to program -How to operate a spotlight
Sound Assistant	<ul style="list-style-type: none"> -Assist with putting on and taking mics off participants -Responsible to make sure there is plenty of mic tape and in known locations for the participants to use -Assist with changing batteries to packs -Run the sound board during shows 	<ul style="list-style-type: none"> -How to put on and take off a mic -How to properly tape/secure a mic -Understands the sound board -How to balance/level a mic -How to program
Costume Assistant	<ul style="list-style-type: none"> -Help acquire costumes -Assist in making sure all costumes are accounted for and hung up correctly each night -Create list of where costumes came from -Assist with logging costumes in and out of TCS inventory 	<ul style="list-style-type: none"> -How to make a costume plot -Understand the importance and act of researching the time period -How to sew -How to take measurements -How to wash & dry costumes/iron -How to properly hang different articles of clothing
Props Assistant	<ul style="list-style-type: none"> -Help acquire props -Assist in making sure all props are accounted for and put back accordingly each night -Create list of where props came from 	<ul style="list-style-type: none"> -How to make a props list -Understand the importance and act of researching the time period -How to set up a props table

Skill Level 2

Role	Responsibilities	Skills to learn by end of Program
Lead Intern	<ul style="list-style-type: none"> -Ensures all interns are following general responsibilities -Brings general intern concerns/requests to the Production team -Has check ins with all interns every so often 	<ul style="list-style-type: none"> -Detail/refine leadership skills -Cross communication skills -Detail/refine organizational skills
Assistant Technical Director	<ul style="list-style-type: none"> -Attend all set builds -Design part of the set -Build/paint part of the set -Assist Lighting Designer to hang lights 	<ul style="list-style-type: none"> -Proper Hang and Focus of Theatrical Lighting -Reading and Understanding of Scenic Construction Plans -Understanding of Safety Protocols surrounding all Technical Equipment
Assistant Acting Coach	<ul style="list-style-type: none"> -Run warm ups -Block part of the show -Provide extra help to participants when needed -Assist with writing part of the director's note 	<ul style="list-style-type: none"> -How to work on character development with an actor -Understanding terminology such as "upstaging yourself", "cheating out to the audience", etc. -How to collaborate and pivot
Assistant Dance Coach	<ul style="list-style-type: none"> -Run warm ups -Choreograph part of a number -Act as Dance captain -Run Choreography review & clean up spots as needed 	<ul style="list-style-type: none"> -Understand proper dance terminology -How to create formations -How to use the actors for transitions from one scene to the next
Assistant Music Coach	<ul style="list-style-type: none"> -Run warm ups -Run a couple of rehearsals -Remind participants of dynamic markings/notes -Assist participants with extra help when needed 	<ul style="list-style-type: none"> -How to run a rehearsal -Understanding the tools to help someone who might be vocally struggling -How to properly teach timing, especially with music tracks
Assistant Stage Manager	<ul style="list-style-type: none"> -Rehearsal report creation -Take down blocking for one act -Run a couple of rehearsals -Attendance record keeping -Call one act 	<ul style="list-style-type: none"> -How to run a rehearsal -How to call a show -An understanding of all important documentation (headshots, bios, sign in sheets, backstage running lists, etc.) -How to create and manage a schedule

Skill Level 2

Role	Responsibilities	Skills to learn by end of Program
Assistant Producer/Content Creator	<ul style="list-style-type: none"> -Assist with social media posts/stories -Keeps track of the workshops that each Mentor will be doing and coordinates with staff to make sure they get scheduled -Attend post mortem interviews -Work on any spreadsheets requested by the mentor 	<ul style="list-style-type: none"> -Understand what post mortems are and the process -How to use any marketing materials editing platforms -How ticket sales operate/financials
Lighting Assistant	<ul style="list-style-type: none"> -Run the light board during shows -Be present for any light hanging/programming -Program one of the acts -Design part of the show 	<ul style="list-style-type: none"> -Understands color theory and how to design a show
Sound Assistant	<ul style="list-style-type: none"> -Assist with putting on and taking mics off participants -Responsible to make sure there is plenty of mic tape and in known locations for the participants to use -Assist with changing batteries to packs -Run the sound board during shows -Program part of the show 	<ul style="list-style-type: none"> -Knows the names of all the parts of a body mic and their functions -Can work in Qlab or another platform similar to Qlab
Costume Assistant	<ul style="list-style-type: none"> -Help acquire costumes -Assist in making sure all costumes are accounted for and hung up correctly each night -Create list of where costumes came from -Assist with logging costumes in and out of TCS inventory -Costume a lead role and small set of ensemble members 	<ul style="list-style-type: none"> -Understands color theory and how to design a show -Understands how to operate within limited budget and knows the most strategic way to utilize the budget
Props Assistant	<ul style="list-style-type: none"> -Help acquire props -Assist in making sure all props are accounted for and put back accordingly each night -Create list of where props came from -Design at least 3 props -Help acquire props -Set up the props table(s) 	<ul style="list-style-type: none"> -Understands uniformity and how to design a show -Understands how to operate within limited budget and knows the most strategic way to utilize the budget

Interns General Responsibilities

Ensure participants of the program are accounted for and safe

Assisting with leading warm ups, theatre games, certain activities, etc.

Acting as a positive, enthusiastic role model for the participants

Open lines of communication amongst your mentor and the production team

If you are 18+, you must be CORI checked

Assist with keeping the space clean and organized

Assisting with pick up and drop off of the participants

Assist as backstage crew when needed

Assist with strike