

TAPROOT THEATRE

C O M P A N Y

Taproot Theatre tells stories of hope, serving the Pacific Northwest through live theatre and educational programs.

Acting Studio Summer Stage Management Intern Job Description

Department: Education & Outreach	Weekly Pay: \$20 per hour/est. 30-32.5 hours per week
Supervisor: Director of Education & Outreach	Status: Contracted, Part-time
<i>Job Description Revised February 2024</i>	Location: Seattle, WA
<i>Desired Start Date: June 17, 2024</i>	<i>Position Open Until Filled</i>

Position Overview:

Acting Studio Summer Stage Management Interns are ambassadors of Taproot Theatre Company's Acting Studio, a program run by the Education and Outreach Department (E&O). Inside the classroom, they are responsible for supporting the growth and training of artists in Pre-K – 12th grade. While on-site they represent E&O to its students and their guardians/families. Summer Stage Management interns assist E&O and its Teaching Artists with the production and organization of its Summer Acting Studio programming. During the summer, the Acting Studio operates camps Monday – Friday, roughly 30 hours a week, mid-June – August. This position has 2 additional Saturday mornings (7/27 and 8/17). It is expected that applicants will be available the majority of that time and will be committed to the management and betterment of students of all ages. The Acting Studio's mission is to provide a nurturing environment for artists of all ages and experience levels. We teach theatre to develop creativity and storytelling, as well as show them the power of empathy and teamwork and how to be a positive force in this ever-changing world.

Specific Areas of Responsibility

General Internship

- Attend E&O General and Job specific Summer Internship Training
- Organize and maintain a professional appearance while representing E&O to its patrons
- Nurture and support the growth of young actors
- Coordinate with E&O and Production Manager regarding weekly job requirements
- Develop interpersonal skills with a variety of age groups and backgrounds
- Manage activities related to stage management, design, technical rehearsal, and implementation dependent on Teaching Artist, production, and Production Manager's request
- Display and nurture a growth mindset when interacting with students, Teaching Artists, members of the Production team, E&O, and other staff members.

Production Assistance

- Assist in the creation and execution of student plays and musicals and theatrical materials
- Help with management of students offstage during Acting Studio productions
- Take notes during camp rehearsals including tracking props, costumes, entrances, and exits
- Assist students with the upkeep of costumes, props, and set pieces
- Assist in scene changes, entrances, exits, and limited technical effects
- Communicate with the Directing and Production teams regarding concerns about the health and safety of actors related to props, lighting, sound, and costumes
- When necessary, help demonstrate and uphold Taproot's specific offstage etiquette as set by Taproot Teaching Staff and Production Team.
- Participate in the development of creating theatre professionals who are proficient in technical theatre etiquette giving students practical backstage experience and the opportunity to work with professional stage managers

- Visit performances of other Acting Studio classes to maintain a spirit of camaraderie and growth within E&O

Student Supervision / Growth

- Supervise the safety of all students participating in Acting Studio whether on or off-site
- Help anticipate specific needs related to student participation and engagement
- Maintain a high degree of discretion regarding student disabilities, special concerns, allergies, other confidential topics, etc.
- Communicate areas of concern to E&O regarding student safety and engagement
- Cultivate appropriate interpersonal relationships with students and their guardians
- Mentor and nurture positive engagement with core theatre principals and techniques
- Establish appropriate physical, personal, and emotional boundaries with students, staff, and fellow interns

Required Qualifications/Skills:

- Compatibility with Taproot Theatre Acting Studio's mission and values
- Possess a love of theatre arts that translates to a desire to support both students and fellow artists
- Solid organizational and interpersonal communication skills
- Ability to work both independently and collaboratively on multiple projects, camps, and classes
- Availability to work evenings and weekends when required for performances and/or rehearsals
- Attend weekly production meetings as necessary
- Prior experience with technical theatre or stage management a plus
- Background check will be conducted
- COVID-19 vaccination required

Pay & Benefits:

- This position pays \$20 per hour, for an estimated 30-32.5 hours for all weeks worked. Payment is made each Friday
- Participation in the development and performance of the Summer Intern Showcase
- Program verification for college credit, if applicable
- Generous complimentary ticket policy

The Taproot Theatre, dba Taproot Theatre Company (Taproot), prohibits and will not tolerate unlawful discrimination in employment of qualified employees and applicants. Taproot prohibits unlawful discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, age, disability, genetic information, honorably discharged veteran or military status, citizenship or immigration status, or any other legally protected category protected by applicable federal, state, or local law.

Equity & Inclusion: Taproot Theatre is working to become an anti-racist organization which prioritizes accessibility, transparent communication, and humanity to foster a space of belonging for all. As part of this work, employees will participate in regular trainings and discussions and be asked to support anti-racism and accessibility initiatives and policy changes, as part of their scope of work. To that end, Taproot Theatre seeks employees who demonstrate initiative to expand their own learning and competency within these areas in order to meaningfully participate in dismantling institutional racism, bias, and other systems of oppression which permeate our industry.

Faith Statement: Taproot Theatre Company is incorporated as both a non-profit theatre and a parachurch organization. A parachurch organization is a Christian faith-based organization which works outside of church oversight, and across denominations, while carrying out its mission. Currently, many of our permanent staff self-identify as Christian and participate in corporate prayer. Employees, seasonal workers, guest artists, and interns may choose not to participate in these customs and represent a diversity of faith traditions and

backgrounds. Taproot Theatre welcomes folks of other faith traditions who are comfortable working in a Christian environment to apply for all open positions and does not discriminate on the basis of religion.

Physical Requirements: This position requires frequent sitting or standing, manual dexterity to operate phones, computers, and other office equipment; strong command of the English language with the ability to be understood. The majority of work is required to be done in Taproot classrooms with occasional visits to external environments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Public Health: Taproot Theatre Company requires every employee, volunteer, and contractor to present proof of vaccination against COVID-19. Proof of vaccination can be a vaccine card (copy or photo accepted), WA state immunization printout, or verified medical record printout from a medical provider.