

CIRCLE THEATRE



CIRCLE THEATRE SCENE SHOP INTERNSHIP

Each summer, Circle Theatre hosts interns to assist with the PAC / Box Office activities and events. Circle Theatre interns are essential to the success of our summer programs and concert series, and are welcomed by the whole Circle Theatre family.

Interns work in tandem with the PAC staff and fellow interns and can expect daily interactions with the Circle Theatre Executive Team.

Reports To: Circle Theatre Technical Director, Kelsey Edwards

Compensation: Stipend position - \$700.00 per show (Seasonal position April-September 2025)

Hours: About 40 hours per week **This position is a part time job except during load in. Load in weeks it will be a full time week.*

Start Date: Monday, Apr 7, 2025

**THIS INTERNSHIP CAN BE COMPLETED FOR COLLEGE CREDIT OR A STIPEND*

Qualifications

- Must be 18 years of age
- Able to lift heavy objects
- Knowledge of and experience in stage production theatrical construction practices is required
- Position requires someone who is motivated and a quick learner
- Ability to work occasional long hours and a flexible schedule

Responsibilities

- Build, finish, install, and strike scenery for all theatrical productions
- Build and finish scenery in the scene shop and load-in to and complete in different venues

Those interested in applying should email Kelsey Edwards at kelsey@circletheatre.org with your name, resume, contact information and any additional information you would like to provide. **Applications accepted thru March 18, 2025.**