



GREENE ROOM PRODUCTIONS INC. INTERN POSITION DESCRIPTIONS

GRP INC. interns are introduced to a wide variety of theatre production jobs while concentrating on a specific area. Working hands-on with a production team, interns learn the value of diligence, teamwork, work ethic, timeliness, and emerge with a global understanding of the designated concentration and the theatre production process.

HOUSE MANAGEMENT INTERN – Will schedule and manage audience services volunteers in all front-of-house activities. Duties will include managing reservations, ticket sales, concessions, featured artists/exhibit, preparation of box office/concession sales reports, initial venue set-up, and assisting patrons. Qualified candidates possess an ability to work well with money and people, good organization skills, and the ability to work pleasantly in an often hectic environment.

STAGE MANAGEMENT INTERN – Will manage cast and production crew throughout the entire rehearsal process and run of performances. Interns must be available for an introductory workshop in stage management, and dates concerning load-in/out and set-build. Duties may include: Preparation of rehearsal space, acquiring props, documentation of blocking, holding book, scheduling stage crew volunteers, and calling the show. Qualified candidates are organized, timely, attentive to detail, focused, able to lead, dedicated, and possess a mature attitude.

COSTUME SHOP INTERN – Will assist costumers with research, design and construction, and alteration of costumes. Previous sewing experience is preferred. Interns are responsible for organization of costume shop, initial preparation and strike of dressing rooms, and orderly replacement of costumes post performance-run. Qualified candidates are goal oriented, creative/artistic, have an eye for creating personality with fashion.

LIGHTING INTERN – Will assist the technical director with the preparation of performance lighting. This will include assistance in fixture hang, focus, cabling, troubleshooting, and operation of the light board. Interns are responsible for creating a light plot, and keeping a light cue script. Interns may run the light board and/or spot light during all performances. Qualified candidates are attentive to detail, timely, dedicated, organized, and able to stay cool under pressure.

SET DESIGN/CONSTRUCTION INTERN – Will assist set designers in the research and preparation of set designs, construction, painting, installation and strike. Interns must be available for load-in/out, set construction dates, and tech rehearsal to assist with all changeovers. Qualified candidates are creative/artistic, willing to use power tools, goal-oriented, timely, dedicated, and attentive to detail.

CHOREOGRAPHY INTERN – Will assist choreographers with dance design, and the rehearsal process. Qualified candidates are experienced dancers, able to lead, teach, and work well with a cast of varying ages and skill levels.

ART MANAGEMENT – Will assist the Executive Director in the day to day processes of running an arts business. Students will assist in the day-to-day activity of the office, development of ed promo packages, promotions, make connections with local businesses and individuals, manage databases, and have the opportunity to experience many aspects of the theatre production & ed outreach process. Students must attend at least 1 GRP board meeting. Successful candidates possess the ability to work well with others, are timely, detail oriented, write fluently, are organized, have computer skills, can work on independent projects.

MEDIA INTERN – Will be the on-site photographer for all GRP workshops, one-day events, and MainStage Shows. Media interns can expect to spend time in rehearsals/shows as well as in the GRP home office. Working with software programs such as Photoshop, adobe, and iPhoto to finalize promotional photos is part of the computer-based work that media interns can expect to undertake. All media interns are expected to work closely with any volunteer publicity crew,
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other interns, and the executive director to bring forth a quality professional product Duties may include: Preparation of a space for photo-shoots, acquisition of equipment needed, collaboration with other crew members, working on press releases, updating the GRP website, organizing and acquiring liability forms, shooting and editing material for GRP trailers, and helping out in any other way that would make process smoother. Qualified candidates are organized, timely, attentive to detail, focused, able to lead, dedicated, and possess a mature attitude.

MARKETING & PUBLIC RELATIONS – All interns are expected to work closely with any volunteer publicity crew, other interns, and the executive director to bring forth a quality professional product Marketing & Public Relations interns can expect to spend time in rehearsals/shows as well as in the GRP home office. Duties include: updating the GRP website, writing press releases, creating facebook events, posts, and other social media, updating/taking photos, creating/placing ads, submitting event items to various calendar listings, keeping an organized history of project promotions, creating a marketing plan for each project with concrete deadlines, planning/organizing print materials & promotional events, and collaborating with community members to create a cohesive, effective marketing plan. Qualified candidates are organized, timely, attentive to detail, focused, able to lead, dedicated, and possess a mature attitude.

- *Josiah Durham (Monson/HCC) - Set Design/Construction (2008 Hedwig and the Angry Inch)*
- *Abbie Gregory (Wales/Tantasqua) – Stage Management (2009 Bigger Than Life)*
- *Kat Rosengarten/Homeschool (Belchertown) - Costume Design/Construction (2011 James and the Giant Peach)*
- *Rebecca (Monson) – Choreography (2012 Schoolhouse Rock)*
- *Jackie O’Keefe (Monson) - Choreography (2012 The Legend of Polar Mountain)*
- *Theresa Sauriol (Monson) - Production Assistant (2013 Xmas Files, 2014 Pirates! The Musical)*
- *Theresa Sauriol (Monson) - Stage Management (2013 Sweeney Todd, the Demon Barber of Fleet Street)*
- *Emily Weber (Monson/Homeschool) – Choreography (2014 The Nutcracker Suite)*
- *Alex LaMarche (Palmer) - Publicity and Media (Spring 2014)*
- *Waylynn Smith (Monson) - Publicity and Media (Spring 2014)*
- *Ian Weber (Monson/Homeschool) - Music Direction (2014 The Nutcracker Suite)*
- *Kelly Gagner (Monson) - Art Management/Production (Spring 2015)*
- *Mariah Waite (Palmer) – Art Management/Production (Spring 2015)*