

INTERNSHIP INFORMATION FOR CAMP 2017

Criteria for High School Students

- Must be entering any year of high school (9th - 12th grade).
- Must be available for an entire 4-week session, Mon - Fri, 9am - 4pm (see website for dates for each venue).
- Must fill out an application and email it to performproject@aol.com by May 16. But keep in mind that space is limited so it is advised that you apply as soon as possible. You will be notified as to your acceptance status approximately 2 weeks after your application is received.
- Must have already registered for a summer theater camp 2017 4-week session as a camper.

Criteria for College Students

- Must be entering or already attending college.
- Must be seeking a degree in theater (performing or technical), music, dance, art (digital or visual), design, or business as it applies to theater or education.
- Must be available for an entire 4 or 8-week session.
- Must fill out an application and email it to performproject@aol.com by May 16. But keep in mind that space is limited so it is advised that you apply as soon as possible. You will be notified as to your acceptance status approximately 2 weeks after your application is received.

Seeking: (for either high school or college students)

- Approximately 3 to 9 interns per venue (Broward Center, Pembroke Pines or Aventura) as teacher aids for the younger age group (7 – 9-year-old) – only occasional work with older groups.
- 1 Assistant to the Director
- 2 Assistant Stage Manager – 1 for each satellite campus (Pines and Aventura)
- 1 Business Manager
- 1 In-house Photographer/Videographer
- 1 or 2 Costume Assistants
- 1 Lighting Designer
- 2 or 3 set building apprentices/scenic artists

****PLEASE SEE BELOW FOR DETAILED JOB DESCRIPTIONS**



Interns will assist the Performance Project and Broward Center Summer Camp through the aide of teachers in the younger age group (7 – 9 year olds).

Basic duties and responsibilities include but are not limited to:

- Various Duties throughout the regular camp day and during show.
- Supervision and help during arrival, dismissal and lunch.
- Managing campers during restroom breaks and tours.
- Set up and break down tables and chairs as needed for crafts, lunch, etc.
- Set up, direct and supervise during arts and crafts.
- Help make stage signs for all camp shows.

Should possess the following knowledge, skills and abilities:

- Self-motivated with creativity and organizational skills.
- Energetic and able to work independently and as part of a team in a fast-paced environment.
- Work effectively and positively with others.
- Have patience and work well with young children
- Able to manage and resolve unexpected situations on a regular basis.
- Able to lift to 25 lbs., walking, and standing for long periods of time.
- Must be available during show weeks, which includes evening performances.



Assistant to the Director will assist the Performance Project and Broward Center Summer Camp through the aide of the Executive Director and the Director of Production for all venues. Assist in the administrative duties in day to day camp operations as well as some show related duties.

Basic duties and responsibilities include but are not limited to:

- Various Duties throughout the regular camp day and on show day.
- Assist in arrival and dismissal of campers as needed.
- Assist in all paperwork regarding camp operations as well as some show operations.
- Provide administrative support to teachers.
- Communicate and work with Broward Center Staff, vendors, and parents.
- Help with budgeting, receipting and deposits on a daily and weekly basis as needed.

Should possess the following knowledge, skills and abilities:

- Self-motivated with excellent organizational skills and attention to detail.
- Energetic and able to work independently and as part of a team in a fast-paced environment. Work effectively and positively with others.
- Must have good leadership skills.
- Able to manage and resolve unexpected situations on a regular basis.
- Able to communicate effectively, both verbal and written.
- Able to lift to 50 lbs., walking, and standing for long periods of time.
- Should have reliable transportation and can travel.
- Should be able to be available during shows, which includes a few nights and weekends.
- It is helpful to have or be interested in pursuing a career in theatre management, theatre directing or business management.



Assistant Stage Manager will assist the Performance Project and Broward Center Summer Camp through the aid of the stage manager of the specified venue. Assist the Stage Manager and Director of Production in all technical and administrative duties in day to day camp operations as well as all show related duties.

Basic duties and responsibilities include but are not limited to:

- Various duties throughout the regular camp day and on show day.
- Assist in arrival and dismissal of campers as needed.
- Assist in all paperwork regarding camp operations as well as show operations.
- Assist in rehearsals for each age group. This will include writing blocking, running sound cues, taking notes for stage manager or teachers, etc.
- Assist in setting up and breaking down sets, props, costumes, etc during rehearsals and shows.

Should possess the following knowledge, skills and abilities:

- Self-motivated with excellent organizational skills and attention to detail.
- Energetic and able to work independently and as part of a team in a fast-paced environment. Work effectively and positively with others.
- Must have good leadership skills
- Able to manage and resolve unexpected situations on a regular basis.
- Able to lift to 50 lbs., walking, and standing for long periods of time
- Should have reliable transportation and can travel.
- Should be able to be available during shows, which includes a few nights and weekends.
- It is helpful to have stage management experience or be interested in pursuing a degree in technical theatre or stage management.



Business Manager will assist the Performance Project and Broward Center Summer Camp through the aide of the Director or Lead Teacher of each venue. Assist the Director and Lead Teachers in all administrative duties in day to day camp operations as well as some show related duties.

Basic duties and responsibilities include but are not limited to:

- Various duties throughout the regular camp day and on show day.
- Assist in arrival and dismissal of campers as needed.
- Assist in all paperwork regarding camp operations as well as some show operations.

Should possess the following knowledge, skills and abilities:

- Self-motivated with excellent organizational skills and attention to detail.
- Know how to use Microsoft Word and Excel very proficiently.
- Energetic and able to work independently and as part of a team in a fast-paced environment. Work effectively and positively with others.
- Must have good leadership skills
- Able to manage and resolve unexpected situations on a regular basis.
- Able to lift to 50 lbs., walking, and standing for long periods of time
- Should have reliable transportation and can travel.
- Should be able to be available during shows, which includes a few nights and weekends.
- It is helpful to have management experience or be interested in pursuing a degree in theatre or management.



In House Photographer/Videographer, will assist the Performance Project and Broward Center Summer Camp through the aide of the Executive Director and the Director of Production of all venues. You will assist in the recording of camp activities.

Basic duties and responsibilities include but are not limited to:

- Various Duties throughout the regular camp day and on show day.
- Record day to day classes, rehearsals, and activities of all age groups at all venues.
- Can edit film to make various videos as needed for review, marketing, archive, etc.

Should possess the following knowledge, skills and abilities:

- Self-motivated with excellent organizational skills and attention to detail.
- Energetic and able to work independently and as part of a team in a fast-paced environment. Work effectively and positively with others.
- Able to lift to 50 lbs., walking, and standing for long periods of time.
- Should have reliable transportation and can travel.
- Should be able to be available during shows, which includes a few nights and weekends.
- Must have experience in or be pursuing a degree in video filming and editing.



Costume Assistants will assist the Performance Project and Broward Center Summer Camp through the aide of the Executive Director and the Director of Production in all costume related duties.

Basic duties and responsibilities include but are not limited to:

- Meet with the Executive Director and go over ideas for each show.
- Assist in camper measurements where needed.
- Assist in making, buying, or pulling costumes from various sources.
- Assist in costume fittings prior to show week.
- Assist in setting up, breaking down, and transporting costumes and dressing rooms during rehearsals, shows and post show.
- Assist in costume changes during shows.

Should possess the following knowledge, skills and abilities:

- Self-motivated with excellent organizational skills and attention to detail.
- Energetic and able to work independently and as part of a team in a fast-paced environment. Work effectively and positively with others.
- Must have good leadership skills
- Able to manage and resolve unexpected situations on a regular basis.
- Able to lift to 50 lbs., walking, and standing for long periods of time
- Must have reliable transportation and be willing to travel.
- Should be able to be available during shows, which includes a few nights and weekends.
- It is helpful to have costume experience or be interested in pursuing a degree in costume design or technical theatre.



Lighting Designers will assist the Performance Project and Broward Center Summer Camp through the aide of the Director of Production in all lighting design related duties.

Basic duties and responsibilities include but are not limited to:

- Meet with the Director of Production and come up with designs for each show.
- Watch each rehearsal of camp to find out blocking and communicate with Director of Production.
- Assist in writing lighting cues and distributing to all stage managers and assistant stage managers.
- Assist in load in by working with lighting crew to set all specials and light cues.
- Assist in scene changes during shows.

Should possess the following knowledge, skills and abilities:

- Self-motivated with excellent organizational skills and attention to detail.
- Energetic and able to work independently and as part of a team in a fast-paced environment. Work effectively and positively with others.
- Must have good leadership skills
- Able to manage and resolve unexpected situations on a regular basis.
- Able to lift to 50 lbs., walking, and standing for long periods of time
- Must have reliable transportation and be willing to travel.
- Should be able to be available during shows, which includes a few nights and weekends.
- It is helpful to have lighting experience or be interested in pursuing a degree in lighting design or technical theatre.



Set builder/scenic artist will assist the Performance Project and Broward Center Summer Camp through the aide of the Technical Director and Director of Production in all set related duties.

Basic duties and responsibilities include but are not limited to:

- Meet with the Director of Production and Technical Director to go over all necessary set pieces and building schedule.
- Assist in pulling, building, buying, painting all set pieces and large props.
- Assist in load in of all shows.
- Assist in assigning volunteer duties during each show.
- Assist in scene changes during shows.

Should possess the following knowledge, skills and abilities:

- Self-motivated with excellent organizational skills and attention to detail.
- Energetic and able to work independently and as part of a team in a fast-paced environment. Work effectively and positively with others.
- Must have good leadership skills.
- Able to manage and resolve unexpected situations on a regular basis.
- Knowledge of tools and some basic construction.
- Able to lift to 50 lbs., walking, and standing for long periods of time.
- Must have reliable transportation and be willing to travel.
- Should be able to be available during shows, which includes a few nights and weekends.
- It is helpful to have set building experience or be interested in pursuing a degree in set design or technical theatre.