

## INTERNSHIP INFORMATION FOR CAMP 2021

### **CRITERIA FOR INTERNSHIP**

#### High School Students

- Must be entering any year of high school (9<sup>th</sup>- 12th grade).
- Must have already registered for a summer theater camp 2020 3-week session as a camper.
- Must be available for an entire 3-week session, Mon - Fri, 8:30 am - 4:30 pm (see website for dates)
- Must fill out an application and email it to [TPPcampinterns@gmail.com](mailto:TPPcampinterns@gmail.com). But keep in mind that space is very limited so it is advised that you apply as soon as possible.
- A Reference letter and resume are preferred but **NOT** required to submit application.
- Resume should be sent to [TPPcampinterns@gmail.com](mailto:TPPcampinterns@gmail.com) OR uploaded to application.

#### College Students

- Must be entering or already attending college.
- Must be seeking a degree in business management, theater (performing or technical), music, dance, art (digital or visual), or education.
- Must be available for at least an entire 3 week session
- Must fill out an application and email it to [TPPcampinterns@gmail.com](mailto:TPPcampinterns@gmail.com). 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. However, exact assignments will not be given until the end of May.
- A Reference letter and resume are preferred but **NOT** required to submit application. • Resume should also be sent to [TPPcampinterns@gmail.com](mailto:TPPcampinterns@gmail.com) OR uploaded to application.

### **AVAILABLE INTERNSHIPS**

#### For either high school or college students

- Approximately 3 to 4 interns per venue (Broward Center and NSU) as teacher aids for the younger age group (7 – 9-year-old), middle age group (9 - 13 year olds), and oldest age group (13 to 18 years old).

#### For college students ONLY

- 2 Administrative Assistants/Assistant Stage Managers (Broward Center or NSU)
- Must be available for the entire 9 week camp period

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



**Interns will assist the Performance Project and Broward Center Summer Camp through the aide of teachers.**

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.
- Must be available during show week for all performances (not just assigned group)



**Administrative Assistant/Assistant Stage Manager will assist the Performance Project and Broward Center Summer Camp through the aide of the Executive Director and/or Lead Teacher of each venue. Assist the Executive Director and/or 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 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.
- Should have reliable transportation and can travel.
- Should be available for all shows for all venues
- It is helpful to have management experience or be interested in/currently pursuing a degree in theatre or management.