



Intern Expectations & Guidelines

Communication

Most if not all correspondence from CFRT staff to interns will come via email. Interns are expected to check their emails daily and respond promptly (within the day) to any requests for information or confirmation.

The majority of communication will come from the following CFRT staff members. Interns are expected to make sure their email pathways are clear for CFRT addresses (i.e., ensure that nothing accidentally winds up in a Spam or Junk folder).

Molly Malone
Education Director
mmalone@cfrt.org
910-323-4234 ext. 244

Briana Valderrey
Stage Manager
bvalderrey@cfrt.org
910-323-4234 ext. 243

Ken Blinn
Production Coordinator
kblinn@cfrt.org
910-323-4234 ext. 236

The Education Director and Stage Manager(s) will be primarily responsible for communication re: intern classes. The Production Coordinator and Stage Manager(s) will be responsible for communication re: Behind the Curtain / Designer Run and show run crew assignments. The Education Director may also contact interns with additional volunteer or other opportunities within the theater.

Attendance and Timeliness

Attendance is mandatory for all intern classes and all show Behind the Curtain events / Designer Runs. Full commitment to show run crew assignments during all technical rehearsals and performances is also expected. Non-emergency conflicts to any internship commitments can be excused with sufficient written notice (~2 weeks) to ALL: Stage Manager(s), Education Director, and Production Coordinator.

Interns are reminded of the theatrical mantra: "Early is on time. On time is late. Late is unacceptable." As soon as possible—and certainly 20 minutes before call time—interns are required to contact (email, call, or text) the Education Director if running late for a class, and BOTH the Stage Manager and Assistant Stage Manager if running late for BtC/Designer Run or a show run crew assignment. Failure to notify the proper staff of lateness and/or chronic tardiness or unexcused absences will result in disciplinary measures.

Regarding time commitments during show technical rehearsals and performances: CFRT recognizes the demands of these periods (especially 12-hour tech rehearsal days). CFRT promises to be conscientious of interns' call times during tech, as we respect that most are working students and have additional requirements. Interns are encouraged to make use of down time to handle school work and other assignments. Should an intern need extra time to work on school-related projects, they are urged not to hesitate to ask; CFRT is willing to accommodate reasonable time requests with advance notice.

Proper Dress

Close-toed shoes are a requirement when inside the CFRT building.

While working as show run crew, interns **must** wear all black clothing (a.k.a. "blacks") unless otherwise indicated by the Stage Manager or Director. Shorts, short skirts, and tank tops are not permitted; "blacks" are intended to cover as much of the skin as possible. **Absolutely no open-toed shoes**, large logos, reflective materials, or loose jewelry. Failure to adhere to dress code will result in disciplinary measures.

Professionalism

Interns are expected to conduct themselves in a professional manner at all times. Cell phones should be used only during breaks and must be put away promptly when a break ends. At no time should the use of a cell phone distract an intern's attention or preparation for the task at hand.

Interns are also expected to conduct themselves with professionalism regarding personal relationships with show cast or crew, or with other interns. Be reminded that this is a work environment and that horseplay, bullying, flirting, etc. are inappropriate. Failure to conduct oneself in a professional manner will result in disciplinary measures.

Timesheets

All show run crew positions offer modest stipends, which are prorated based upon the number of days worked from first tech rehearsal through closing. In order to be paid, interns must fill out and sign daily timesheets. Timesheets are kept (and must always stay) in individual folders at the bottom of the stairs closest to the Highland Avenue entrance (the “callboard”); these folders are also where any important correspondence or information will be posted. Interns should check the callboard before every tech rehearsal/performance and should fill out their timesheets daily. Timesheets must be signed at the bottom to be valid.

Timesheets are checked daily by the show Stage Manager. They will be collected after a show’s closing performance and turned into the Education Director for final verification, who will then turn them over to CFRT’s Accountant for payout (checks), usually available within a few weeks. Failure to properly complete timesheets will result in delayed or missed payment.

Evaluations

Interns are asked to attend two evaluations with both the Education Director and Stage Manager(s), once in the middle of the season (roughly December-January) and once at year’s end (May-June). The mid-year review will be geared more towards a personal evaluation of the intern by CFRT staff; the end-of-year review is structured more for the intern to offer feedback on the internship program. But interns are encouraged at any time to offer constructive criticism or suggestions on the internship program; we actively seek engagement and response.

Disciplinary Measures

Infractions of the intern expectations & guidelines include but are not limited to: unexcused lateness or absences from internship commitments; failure to adhere to dress code; and displays of unprofessionalism or negligence, including distraction by cell phone, gossip, etc.

For all infractions, disciplinary responses are handled at the discretion of the Stage Manager(s) and/or Education Director, with standard consequences as follows:

First offense: verbal warning

Second repeated offense: write-up

Third repeated offense: write-up with parental notification (if intern is high school age)

Fourth repeated offense: dismissal from show crew assignment or intern class

Fifth repeated offense: dismissal from the CFRT internship program

Miscellaneous

While CFRT, as a training experience for “real-world” theatrical careers, expects promptness and professionalism, we recognize the inherent fun and camaraderie of working in theatre. Interns are actively encouraged to participate, to ask questions, and to seek out extra opportunities for themselves. CFRT wishes all interns to leave the program with not only valuable professional experience and contacts, but also fond memories and enduring friendships.