

Overview

Cape Fear Regional Theatre Internship Program is designed to give high school and college students from Fayetteville and its surrounding areas a serious and intensive experience in the field of technical theatre and theatre management. Applicants are expected to be self-motivated, committed, and willing to learn a vast set of theatrical skills.

During CFRT's Internship Program, you will discover within yourself new talents; engage in hands-on training with professional artists not only from Fayetteville and the surrounding region, but also New York, Los Angeles, and Chicago; and receive professional training ahead of your peers.

Internships are an extremely valuable experience that you can include on any college application or professional resume. Internships inform level professional and academic communities that you are dedicated and willing to devote extra time to learning and perfecting your craft.

Qualified applicants should be current high school or college students who possess a strong desire to continue their focus in professional theatre.

The Internship Program consists of three main components:

1) Intern Classes

Interns will be required to attend enrichment sessions that focus on various departments of the theatre throughout the season. These sessions are mandatory to the program. Second and Third Year Interns are still required to attend these sessions, during which their skill set will only expand and they may be called upon to assist in demonstrations.

2) Show Run Crew Assignments

CFRT's 2021-2022 season will include 6 mainstage productions. Stage Management will send out a calendar a few weeks prior to the beginning of each production's Technical Rehearsals for Interns to indicate what conflicts they may have during the run of that particular production. Stage Management will then build a schedule based on the Interns preferences and the needs of the production. Please keep in mind that priority goes to the needs of the production. In addition, Interns are encouraged to work on as many productions as possible to fully maximize the learning experience. An Intern may not miss more than two consecutive productions.

3) Miscellaneous

Throughout the season, interns may be called upon to assist with auditions, marketing and outreach events, office tasks, etc. These opportunities will come up on an as-needed basis.

CFRT recognizes and encourages the fun and camaraderie of working in theatre and will seek always to build team spirit through theatre games and other light-hearted activities. Interns' input will be sought for classes, and they are urged to seek out extra opportunities within their field of interest in the theatre.

Interns will also be given two opportunities, once at the middle of the season and once at the end, to offer program feedback and/or to be personally evaluated.

Show Run Crew Assignments

Interns will gain hands-on experience in theatre by serving as run crew for CFRT's mainstage shows. Interns may work as spotlight operators, flyrail crew, run crew, dressers, or may be called upon to work the sound or light board, etc., providing vital support for professional productions.

Glossary of Show Run Crew Positions

Spotlight Operator – works in heights! During show, sits/kneels either in the two spot bays or on the front of house catwalk and follows actor with spotlight.

A2 – tests/troubleshoots all mics to make sure they're working before the show. Gets microphones ready and helps actors put on microphones before show.

Flyrail Crew – works in heights! During show, works from the flyrail on the second floor, raising and lowering in scenic pieces via our counterweight system. This position is only available to interns at least 18 years old.

Deck Crew – helps clean stage, set up props, and assist actors with the microphones before show. During show, stands backstage ready to help with props switches, scenery changes, and other tasks as needed, and helps clean up at end of night.

Wardrobe Crew – helps keep track of and set up costumes backstage before show, including ironing or small repairs as needed. During show, stands ready to assist with costume changes as needed. At end of night, sprays costumes for cleanliness and starts laundry as needed. May also assist with hair, wigs, or makeup.

Note that many positions may bleed into each other somewhat: spot ops may be expected to help sweep the stage before show, for example, or a deck crew member may help with costume quick changes.

2021-2022 Season Production Dates

The Buddy Holly Story

Designer Run: Wed Oct 6th 6-10pm

Tech Weekend: Oct 9th and 10th All Day

Tech Week/Performances: Oct 12th – Nov 7th

***Possible Extension Nov 9th-Nov 14th**

Welcome to Arroyos

Designer Run: Wed Mar 2nd 6-10pm

Tech Weekend: Mar 5th and 6th All Day

Tech Week/ Performances: Mar 8th – Mar 27th

BCPE

Tech/Performance Dates: Nov 20th – Dec 19th

Clue

Designer Run: Wed Mar 30th 6-10pm

Tech Weekend: Apr 2nd and 3rd All Day

Tech Week/ Performances: Apr 5th – Apr 24th

The Wizard of Oz

Designer Run: Wed Jan 12th 6-10pm

Tech Weekend: Jan 15th and 16th All Day

Tech Week/ Performances: Jan 18th – Feb 13th

***Possible Extension Feb 15th-20th**

The Color Purple

Designer Run: Wed Apr 27th 6-10pm

Tech Weekend: Apr 30th and May 1st All Day

Tech Week/ Performances: May 3rd – May 29th

***Possible Extension May 31st – Jun 5th**

Intern Classes

Throughout the course of the year, Interns will attend several classes covering a broad range of technical theatre, from audio to costumes to rigging, etc. Classes are structured to impart not just theory or technicalities, but practical, problem-solving, and experience with show technology. Classes will take place from 6:00pm-8:00pm unless otherwise noted.

The following classes are **MANDATORY** for all participants in the Internship Program.

September 14th - Working Run Crew

September 15th - Working Wardrobe Crew

September 16th - Lights and Sound

September 17th - Props and Scenic

Additional classes will take place once a month and will be scheduled based on the availability of the participants in the Internship Program.

Based upon show run crew assignments, interns may also be required to attend additional, one-on-one “skills brush-up” classes before technical rehearsals begin.

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 and confirmation.

The majority of information 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 your Spam or Junk Folder).

Marc de la Concha
Education Director
mdelaconcha@cfrt.org

Martha Beggerly
Stage Manager
mbeggerly@cfrt.org

The Education Director and Stage Manager will be primarily responsible for communication re: Intern Classes. The Stage Manager will be responsible for communication re: Designer Run and Show 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 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 the Education Director and Stage Manager.

Interns are reminded of the theatrical mantra "Early is on time. One time is late. Late is unacceptable." Interns are required to contact BOTH the Education Director and the Stage Manager if running late before a class and BOTH the Stage Manager and Assistant Stage Manager if running late for a Designer Run or Crew Assignment. Failure to notify the proper staff of lateness and/or chronic tardiness or unexcused absences will result in disciplinary measures.

CFRT recognizes the demands of this Internship (especially 12 hour Technical Rehearsal days) and promises to be conscientious of call times during those periods, as we respect that most of our Interns are students and have additional commitments. Interns are encouraged to make use of down time to handle any schoolwork they may have.

Proper Dress

Close toed shoes are MANDATORY at all times when inside the theatre.

While working on a Run Crew, Interns MUST wear all black clothing (a.k.a. "Blacks") unless otherwise indicated by the Stage Manager or Director. Shorts, skirts and tank tops are not permitted; "Blacks" are intended to cover as much skin as possible.

Absolutely no open toed shoes, large logos, reflective materials or loose jewelry. Failure to adhere to the 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 to 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.

Evaluations

Interns are asked to attend two evaluations with both the Education Director and the Stage Manager(s), once in the middle of the season (December/January) and once at the year's end (May/June). The mid-year review will consist of a personal evaluation of the Intern by the CFRT Staff. The end of the year review will provide the Intern with the opportunity to provide feedback on the Internship Program in the form of constructive criticism and suggestions.

Disciplinary Measures

Infractions of the Internship Expectations and Guidelines include, but are not limited to the following...

- unexcused absences or absences from internship commitments
- failure to adhere to Dress Code
- displays of unprofessionalism or negligence, inducing distraction by cell phone, etc.

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

First Offense: verbal warning

Second Offense: write-up

Third Offense: write-up with parental notification (If Intern is in High School)

Fourth Offense: dismissal from show crew assignment or intern class

Fifth Offense: dismissal from the CFRT Internship Program

Miscellaneous

The CFRT Internship Program is a training experience for “real-world” theatrical careers. Interns are expected to be prompt, professional and are actively encouraged to participate, ask questions and seek out additional opportunities for themselves. CFRT wishes Interns to leave the program with, not only valuable professional experience and contacts, but also with fond memories and enduring friendships.