# Internship Expectations and Guidelines

**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 for 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 2026-2027 season will include 5 mainstage productions and some limited run special events which may or may not require crew. The Education Department 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.
   Working the run of a show requires our interns to be at the theatre approximately 35 hours a week (nights and weekends) for 4-5 weeks at a time. Knowing that this is a significant contribution of their time, we try not to schedule any intern for 2 full productions back to back.

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.

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## 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.

## 2026-2027 Season Production Dates *Subject to change as we finalize our season plans

*Bright Star:*
**Designer Run:** Thurs Sept 3rd 6-10pm
**Tech Weekend:** Sept 5th and 6th All Day
**Tech Week/Performances:** Sept 8th – Sept 27th
***Possible Extension Sept 29th-Oct 4th***

*One Man, Two Guvnors:*
**Designer Run:** Thurs Mar 11th 6-10pm
**Tech Weekend:** Mar 13th and 14th All Day
**Tech Week/ Performances:** March 16th – April 4th

*The Best Christmas Pageant Ever:*
**Tech/Performance Dates:** Nov 28th – Dec 20th

*Big Fish:*
**Designer Run:** Wed Apr 21st 6-10pm
**Tech Weekend:** Apr 24th and 25th All Day
**Tech Week/ Performances:** Apr 27th – May 23rd
***Possible Extension May 26th-May 30th***

*Frozen:*
**Designer Run:** Wed Jan 13th 6-10pm
**Tech Weekend**: Jan 16th and 17th All Day
**Tech Week/ Performances:** Jan 19th – Feb 14th
***Possible Extension Feb 17th-Feb 21st***

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**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 5:00pm-8:00pm unless otherwise noted.

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

*August 24th – Parent Meeting, Introduction/Tour and Basics and Working Wardrobe Crew **(5pm-9pm)**

September 21st – A2 and Sound Systems

November 9th – Props and Stage Management

December 7th – Professional Development/College and Career

January 11th – Lighting Basics, Spotlight, and Fly System

February 8th – Mock Interviews

April 12th – Costume Design Intensive

May 17th – Tech Olympics/Scavenger Hunt

All Participants of the Internship Program will participate in individual Exit Interviews the week of May 17th, which will be scheduled based on Intern availability.

*These dates and topics are subject to change as we finalize our season plan. Any changes to this schedule will be communicated at our Parent Meeting.

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.

# Internship Expectations and 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 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

Jennifer Sell
Education Associate
edassociate@cfrt.org

Jessica Wexler
Stage Manager
PSM@cfrt.org


The Education Director and Education Associate will be primarily responsible for communication re: Intern Classes. The Stage Manager will be responsible for communication re: Designer Run and Show Crew Assignments. Additional CFRT staff members 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 or Education Associate.

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 Education Associate 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 a formal evaluation with both the Education Director and the Stage Manager at the end of the year (May/June). 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.

V2: Updated 12 August 2026

# Internship Expectations and Guidelines

**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.