

Be part of Pittsburgh CLO's Summer Season as a Summer CLO Intern!

Pittsburgh CLO's Internship Program offers a unique opportunity for interns to get "hands-on" experience by working closely with Pittsburgh CLO production and administrative staff members.

Pittsburgh CLO Internships are unpaid, however, interns are provided with a \$100 stipend per contracted work week to help off set expenses. Participation in the Pittsburgh CLO Internship Program may result in college credits (check with your advisor) and has influenced many to pursue their interests professionally.

Administrative interns may be asked to work evenings or weekends as needed. Production interns can expect to work long and/or unusual hours due to the concentration of the season and the theatrical nature of the work.

2013 PITTSBURGH CLO SUMMER SEASON



The Pittsburgh CLO Internship Program is offered to students 18 years of age and older. Interviews will be in February and March 2013.

Choose the internship that best fits your talents and goals

ADMINISTRATIVE INTERNSHIPS

CABARET THEATER

Works closely with PR/Marketing Manager and Group Sales Department to market and promote shows through a variety of self-designed outreach programs, community events and managing social media efforts. Duties may also include assisting the General Manager and production team during rehearsals for the upcoming show. Some nights and weekends required. Must have a valid driver's license.

DEVELOPMENT

Manages complimentary outreach ticket programs, Kelly Circle and "A" in Arts; coordinates weekly donor benefit mailings; assists with fundraising & donor recognition projects, including donor luncheons, Donor Dress Rehearsal & CLO Guild Ball; provides support to the Development Office.

GRAPHIC/WEB DESIGN

Applies daily updates to the Pittsburgh CLO website including cast information, production photos, video clips and more. Assists the Graphic/Web Designer with e-blasts, signage, program layouts, advertisements, t-shirt designs and other promotional materials.

PUBLIC RELATIONS

Writes press releases and show-specific stories. Assists with a variety of PR activities including interviews, promotional events, displays, themes and decorations for cast parties, opening night gifts, welcome baskets and a variety of administrative tasks including social media and website management. Some nights and weekends required. Must have a valid driver's license.

SPECIAL EVENTS/ADMIN

Assists with Pittsburgh CLO promotional events and special event administration for the National High School Musical Theater Awards, as well as general office and administrative duties.

VIDEO PRODUCTION

Shoots, edits and produces video spots of performances, rehearsals, cast parties, community events and education programs for use on the website, in presentations and for local TV stations; including CLO Summer Camp performances for DVD purposes. Self-directed position - advanced proficiency in video editing & Final Cut required. *Must submit a demo reel.*

PRODUCTION INTERNSHIPS

CHOREOGRAPHY

Assists multiple Choreographers with creating and implementing choreography for the shows. Responsibilities include taking notes, learning dances and assisting in the development of each production.

COMPANY MANAGEMENT

Assists with housing and transportation of cast members, performs administrative tasks and works with guest artists and production staff as required. Must have a valid driver's license.

COSTUME COORDINATION

Assists with wardrobe fittings; obtaining costume pieces and note taking during tech and opening nights.

EDUCATION & OUTREACH

Assist the CLO Academy staff with its Summer Camp program. Duties include: stage manager for all summer camp productions, paints/builds scenery, collects props, assists Director, Music Director and Choreographer, and acts as the liaison between campers and parents. Superior multi-tasking skills recommended.

HAIR DESIGN

Assists in setting wigs, shopping and helps in tracking wigs during performances. Helps in organizing show wigs (labeling wigs and wig blocks). Helps in wig fittings; cleaning of facial hair, washing, conditioning and steaming of wigs.

LIGHTING DESIGN

Assists Lighting Designers with creation of complete lighting design for the Summer Season. This is strictly a design staff internship, and no work as a stage electrician will be required. A working knowledge of computerized lighting consoles is recommended.

MUSIC

Assists Musical Director and Arranger. Transcribes, transposes and copies music, preparing the orchestra parts for each production. Working knowledge of Finale is helpful.

PRODUCTION MANAGEMENT

Assists Production Manager, works with stage crew and all technical departments.

PROPERTY COORDINATION

Assists Props Coordinator in obtaining and designing props. Must have a valid driver's license.

SOUND DESIGN

Assists House Soundman with rehearsal notes and cues, attends all rehearsals, techs and performances.

STAGE DIRECTION

Assists multiple Directors with development of each production from the ground up. Interns will be responsible for prompting during rehearsals, taking director's notes and assist in creation of each production from first rehearsal through opening nights.

STAGE MANAGEMENT

Assists Stage Managers in running rehearsals and all performances. Interns will be asked to develop run sheets, track costume changes, and supervise crew during performances.

Start and end dates for internships vary by position

<u>Administrative</u>	<u>Production</u>	<u>Education</u>
Early May – Mid August	Late May – July	Mid June – Mid August

For additional information on the CLO Summer Internships, please visit pittsburghCLO.org