



variety
the children's charity

2020 Variety Theatre Teen
Intern Program Packet



Executive Producer Jan Albus introduces all of the interns onstage before a performance

Executive Producer

The executive producer intern will work directly with the executive producer to ensure that the production meets required criteria for the Variety Theatre production, including artistic merit, a professional staff, and budgetary needs.

Responsibilities could include, but are not limited to:

- Attend the intern/mentor orientation (required) at the beginning of the summer (date TBD)
- Reading the script
- Attending all auditions and callbacks to observe the professional casting process
- Attend production meetings as assigned
- Reviewing the budget and providing input on some purchases, as assigned
- Attend Curtain Up! summer camp and assist the directors and coordinators, as needed
- Attend rehearsals as assigned by mentor
- Attend all technical rehearsals and note sessions, as assigned



Directing Intern Taylor Branson working with Director Lara Teeter during a rehearsal

Director/Choreographer Intern

Interns will work directly with and receive mentorship and training from the director/choreographer and his/her assistants. Interns will observe the directing team and participate in the process of auditions, blocking, character work, and overseeing the overall concept of the story being told. The directing intern will interact with actors of all ages, the production team, and everyone else involved in the production.

Responsibilities could include, but are not limited to:

- Attend the intern/mentor orientation (required) at the beginning of the summer (date TBD)
- Attend all auditions and callbacks, assisting the director with the audition process, and providing input to aide in the casting decisions
- Attend production meetings leading up to and during the rehearsal process, as assigned
- Attend Curtain Up! summer camp and assist the directors and choreographers as needed
- Reading the script prior to the first rehearsal and being familiar with it
- Required to attend all rehearsals and technical rehearsal to assist the director/choreographer throughout the process
- Assist with the set up for each rehearsal, as needed
- Meet with the directing/choreography team to discuss the goals of each rehearsal
- Assist the directing/choreography team with taking notes during rehearsals
- Help track blocking and choreography throughout rehearsal
- Attend all technical rehearsals, taking notes for the director/choreographer
- Attend performances as assigned



Stage Manager/Production Manager Intern

The stage/production manager intern will work side by side with an Equity stage manager, three assistant stage managers, and the production manager, observing and assisting the team with regular rehearsal and performances duties. The intern will also have an opportunity to work with the rest of the production and intern team, helping the stage management and production team to run backstage during technical rehearsals and performances.

Stage Manager intern Gwen Robb prepares for a scene shift backstage during a tech rehearsal

Responsibilities could include, but are not limited to:

- Attend the intern/mentor orientation (required) at the beginning of the summer (date TBD)
- Assist the stage manager during auditions and callbacks
- Attend Curtain Up! summer camp and assist the stage manager throughout the week
- Attend tape-out the week/weekend before first rehearsal, if available
- Must be able to attend every rehearsal, arriving early to assist with set up and staying late to assist with clean up
- Oversee actor sign-in at each rehearsal
- During rehearsals, help keep track of the schedule and actor breaks
- Assist with creating and maintaining paperwork throughout the rehearsal and tech process (Who's Who, Enter/Exit, props tracking, quickchange plot, props preset, etc)
- Assist the production team and stage managers in coordinating technical elements between all departments
- Make announcements to the cast/crew over the PA system during tech rehearsals and performances
- Help stage/production management run the deck backstage during technical rehearsals and performances
- Attend production meetings (as assigned) and all rehearsals, technical rehearsals, performances, and strike
- Learn various Union rules and how to implement them throughout the production process



Music Director Dr. Marc Schapman teaches his intern Zach Sutherland how to conduct a musical during a technical rehearsal

Music Director Intern

Music interns will work directly with the music director, assistants, and accompanist throughout the rehearsal process. Interns will observe the music team and participate in the process of auditions, music rehearsals, and other duties of the music director. The music intern will interact directly with professional Equity, actors of all ages, a professional production team, and a professional orchestra.

Responsibilities could include, but are not limited to:

- Attend the intern/mentor orientation (required) at the beginning of the summer (date TBD)
- Assisting the Music Director and his/her team during auditions and callbacks, taking notes and providing input during the audition process
- Attend Curtain Up! camp and assist the music director throughout the week, as assigned
- Ensure that all cast members have the music they need for rehearsals
- Take notes for the music director during rehearsals, as assigned
- Assist with orchestra load-in at the theatre, as assigned
- Assist the musical director with the sitzprobe (orchestra rehearsal)
- Attend all rehearsals, technical rehearsals, and performances to assist the music director in mounting and running the show



Wardrobe intern Emily Moranville helps the wardrobe team organize the costume shipment before the actors come in for their first fittings.

Costume/Wardrobe Intern

The costume/wardrobe intern will observe and work directly with professional costume designers and wardrobe personnel. The intern will learn about creating and organizing the looks of the costumes in coordination with other design elements, as well as serve as a member of the wardrobe crew during technical rehearsals and performances.

Responsibilities could include, but are not limited to:

- Attend the intern/mentor orientation (required) at the beginning of the summer (date TBD)
- Reading the script and noting any major wardrobe considerations
- Attend the initial costume meeting at Kansas City Costumes in March (if available)
- Assist the wardrobe team with taking measurements at auditions and callbacks in May
- Attend Curtain Up! camp and assist in the costume coordination throughout the week
- Assist the wardrobe team with unpacking, labeling, and organizing the costume shipment once it arrives
- Attend the costume walk-thru with the wardrobe team, producer, director, and stage management
- Assist with costume fittings in September/October, taking notes for the wardrobe team as needed
- Assist with the planning of hair/makeup as it relates to the costumes
- Attend production meetings as assigned
- Attend the Designer Run-Thru, all technical rehearsals, and all performances
- Assist with keeping the costumes organized during the run of the show
- Serve as a member of the wardrobe crew during tech and performances
- Help wardrobe team with load-out of costumes during strike



Wig Intern Adair Lindenmayer poses with members of the cast in one of her favorite wigs from the 2018 production of Disney's The Little Mermaid

Wig/Hair Intern

Wig/Hair interns will observe and work directly with a professional wig designer to help design and execute the hair and wig elements of the production. The intern will also have the opportunity to work backstage as a member of the wig team during technical rehearsals and performances.

Responsibilities could include, but are not limited to:

- Attend the intern/mentor orientation (required) at the beginning of the summer (date TBD)
- Reading the script and noting any major wig/hair considerations
- Assist with the planning of wig/hair needs for the show
- Attend Curtain Up! camp to assist in the coordination of hair and wigs throughout the week
- Assist the wig designer in creating the wig and hair looks for the show
- Collaborate with the makeup and wardrobe departments to learn how to create the complete look for the show
- Work as a member of the wig crew backstage during technical rehearsals and performances (helping actors get ready, upkeep of wigs throughout the run, etc.)
- Take notes for the wig designer during technical rehearsals and run-thrus
- Attend production meetings as available, the Designer Run-Thru, all technical rehearsals, and all performances
- Assist with load-out of wigs during strike after the final performance



Makeup Intern Yasmine Maynard applies makeup to a teen in the cast during Curtain Up! summer camp

Makeup Intern

Makeup interns will observe and work directly with a professional makeup designer to help design and execute the makeup design for the production. The intern will also have the opportunity to work backstage as a member of the makeup team during technical rehearsals and performances.

Responsibilities could include, but are not limited to:

- Attend the intern/mentor orientation (required) at the beginning of the summer (date TBD)
- Reading the script and noting any major makeup considerations
- Attend production meetings as available/assigned
- Assist with the planning of the show's makeup needs
- Attend Curtain Up! camp and assist with the makeup design and coordination throughout the week
- Assist the makeup designer in creating the makeup looks for the show
- Collaborate with the wig and wardrobe departments to learn how to create the complete look for the show
- Take notes for the makeup designer during technical rehearsals and run-throughs
- Work as a member of the makeup crew backstage during technical rehearsals and performances
- Attend the Designer Run-Through, all technical rehearsals, and all performances



Lighting Assistant Jessica Stevens shows interns how to operate a light board during technical rehearsals

Lighting Intern

The lighting intern will work directly with a professional lighting designer. The intern will observe and assist the lighting designer and lighting assistants with creating the look of the show.

Responsibilities could include, but are not limited to:

- Attend the intern/mentor orientation (required) at the beginning of the summer (date TBD)
- Reading the script and noting any major lighting considerations
- Attend Curtain Up! camp to assist directors with lighting coordination throughout the week, as assigned
- Help determine the mood of and appropriate color palette for each scene of the show
- Watch technical rehearsals and give feedback to the lighting designer about the lighting in the show
- Help the lighting assistants take notes for the designer during technical rehearsals and run throughs
- Help track follow spots during run throughs and technical rehearsals
- Attend the Designer Run Through rehearsal and all technical rehearsals (as assigned) to observe the professional process and assist the lighting team as needed



Prop Interns Yasmine and Adeline assist Prop Master Kate Slovinski construct a prop during technical rehearsals.

Scenic/Props Intern

The scenic/prop interns will work with the set designer in creating the look of the show. The intern will observe and assist with the design and technical process to ensure these elements are executed according to the overall production design. Once the set designs are complete, the intern will then work with the prop master in determining, obtaining, and making all props needed for the production. The intern will observe and assist with the creation and gathering of props for the show.

Responsibilities could include, but are not limited to:

- Attend the intern/mentor orientation (required) at the beginning of the summer (date TBD)
- Reading the script and noting any major scenic/prop considerations
- Attend Curtain Up! camp to assist in the prop creation and coordination throughout the week
- Attend meetings with the scenic designer and production team, as available/assigned
- Assist in compiling the complete design package to be presented to the Producer, Director, and other members of the production team
- Observe the bidding process for the set build and learn how to stay within budget
- Observe the process of drafting the sets and creating ground plans
- Make a list of props needs, based on the script and meetings with the director
- Research to help create the look of the scenery and the props
- Assist in any construction of props needed
- Assist with transportation of props to the rehearsal space and to the Touhill
- During tech and performances, assist the ASMs with props preset and backstage tracking, as needed/assigned
- Attend production meetings (as available), the Designer Run-Through, all technical rehearsals, and all performances



Sound Intern Zack Fiudo operates sound cues during a performance at Variety Theatre.

Sound Design Intern

The sound intern will work directly with a professional sound designer and sound team. The intern will observe and assist the sound designer with creating and managing the sound for the show.

Responsibilities could include, but are not limited to:

- Attend the intern/mentor orientation (required) at the beginning of the summer (date TBD)
- Reading the script and noting any possible sound cues
- Attend Curtain Up! camp to assist directors with the sound coordination throughout the week, as assigned
- Assist in choosing and editing the sound effects for the production
- Watch technical rehearsals and give feedback to the sound designer about the sound in the show
- Take notes for the sound designer throughout the technical rehearsals
- Learn how to operate QLab (sound design) program
- Learn how to program and operate microphones for the production
- Operate sound during rehearsals and production (as needed)
- Attend production meetings as available, the Designer Run-Through, and all technical rehearsals