Title: ALAS Theatre Intern [Unpaid]  
Term: 100 - 300 hours

Reports to: Theatre Arts Staff  
Date: SP, SM or FL

Summary Description: The ALAS Theatre Intern will provide assistance and support to SAY Si’s ALAS program by fulfilling administrative needs, procedures and policies as they apply to the program and supporting studio and instructional needs. Intern will gain valuable experience in program management, specifically: performance planning, execution and production.

About SAY Si’s theatre arts program: ALAS (Activating Leadership, Art and Service) is committed to the creation of new and original work by middle and high school youth. The program challenges students to draw from their own experiences and those of their communities to devise, develop and produce original performance work for their peers and the general public.

ALAS Intern Job Duties: Performs support activities for Theatre Arts staff. Duties may include assistance with demonstrations/workshops, black box and backstage maintenance, student mentoring & engagement, documentation of process and production and stage management.

ALAS Intern is responsible for:

- Administrative support for program materials, supplies, props, video and documentation including but not limited to archiving and organizing.
- Operating, maintaining and safeguarding the technical assets of the theatre, including the use of lighting, sound, communications equipment and the use and maintenance of Black Box Theatre.
- Supervising and assisting with set and stage construction and management.
- Monitors the condition of equipment including lighting, sound and rigging equipment and performs preventive maintenance on equipment. Works with staff to arrange for the repair and replacement of equipment within budgetary constraints.
- Attends technical Week rehearsals, in order to supervise and assist in the technical aspects of mounting the show.

Qualifications: Variety of performing arts experience such as performing, writing, directing, technical theatre. Must have good organization, management and communication skills. Should demonstrate ability to adapt to and reprioritize multiple projects. Undergraduate or graduate program and enrolled for the current school year encouraged to apply. Students enrolled in the following programs should consider applying: Theatre/Performing Arts, Technical Theatre, Art Management, or related field. 1+ year experience working with youth preferred.

Requirements:
- Must be a high school graduate. Bachelors or pursuing degree or work-equivalent. (Please include a copy of schedule of classes for next term.)
- Must submit at least 1 letter of recommendation from an instructor or supervisor (cannot be relative).

Schedule: Flexible minimum-part-time to part-time schedule. School/courses and job schedule will be considered. Spring/Fall hours: Monday –Thursday, 11 a.m. – 7:30 p.m. Saturday 9 - 5 p.m. Schedule subject to change, may include First Friday and other special events. Guideline commitment of 100 - 150 trimester/semester hours or 10 - 30 hrs/week to be discussed prior to acceptance.

To Apply: Submit PDFs of resume, cover letter and letter of recommendation from instructor or supervisor to nicole@saysi.org Theatre Arts or other portfolio/work samples (optional) Email Subject line- Theatre Arts Internship Letters - ATTN: Nicole Amri, Program Director Submissions will be accepted until position is filled. No phone calls please.