



# NEW SWAN

## SHAKESPEARE FESTIVAL

### 2018 SUMMER INTERN PROGRAM

New Swan Shakespeare Festival is now accepting applications for its 2018 Intern Program. Internships are available in the following areas:

**Lighting ♦ Sound ♦ Lighting ♦ Costumes ♦ Scenic ♦ Crews  
Stage Management ♦ Front of House ♦ Publicity ♦ Producing**

#### **When**

5:30 pm – 11 pm

June 25 (first tech) – September 1 (closing night). Full or part time

Additional hours available assisting with sets, props, lights, or costumes

#### **New Swan Overview**

Offering dynamic productions in a unique space, New Swan features professional actors and students working side-by-side to produce scintillating Shakespearean productions. The community, campus, and press have embraced New Swan and it is now a destination festival for lovers of the Bard. The New Swan Theater, our intimate, portable mini-Elizabethan theater, is unique to Orange County, and indeed to the world. OC Weekly awarded New Swan “Best Theater / Playhouse” in 2017. Our 2018 season will feature two of Shakespeare’s greatest plays, *A Midsummer Night’s Dream* and *The Winter’s Tale*.

#### **Internship Program Overview**

The New Swan Intern Program offers opportunities to work with theater professionals in summer rep. Both productions open at the same time and rotate nightly throughout the summer. Interns learn the nuts and bolts of a professional theater operation, and can use this experience as a springboard for future employment and/or graduate school applications. Here are some of the many benefits:

- Interns may earn credit at UCI for their participation in the program.
- Ongoing seminars/classes with members of the New Swan company.
- Performance piece featuring interns in the New Swan Theater.
- Interns may also participate in the New Swan pre-show.
- Late night cabaret for all members of the New Swan company.

#### **Application**

1. Read this packet so that you fully understand what internships entail.
2. Fill out an application and send it to: Eli Simon – [esimon@uci.edu](mailto:esimon@uci.edu)

# New Swan Internships

The following descriptions are intended to give you a sense of the various Internships opportunities that are currently available this summer. We are intent on ensuring that individual intern interests are served. Enrollment in specific areas is on a first-come, first-served basis.

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## **Front of House**

This internship focuses on welcoming audiences to the New Swan Theater, and helping ensure that the show is running smoothly. Duties include:

- Front of House set-up and strike
  - Concessions pre-show and at intermission
  - Ushering pre-show, intermission, and post-show
  - Noise control during the performance
  - Changeover between shows
  - Additional tasks that keep the theater running smoothly
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## **Sound**

This internship focuses on sound design and playback during shows.

Duties include:

- Audio system set-up and strike
  - Pre-show sound check and speaker test
  - Learning and practicing cues in rehearsal
  - Sound shop assistance
  - Running the sound board cues during performances
  - Changeover between shows
  - Additional tasks that keep the theater running smoothly
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## **Scenic and Props**

This internship focuses on the scenic designs and props that support the shows.

Duties include:

- Prop construction
- Scenic assistance – painting, building maintenance set-up, etc.
- Prop running and tracking during shows
- Show set-up and strike
- Ongoing shop assistance
- Changeover between shows
- Additional tasks that keep the theater running smoothly

### **Costumes**

This internship focuses on costume construction, maintenance, and use during shows. Duties include:

- Costume preparation – sewing, ironing, steaming, mending, etc.
  - Costume tracking
  - Costume check in and out
  - Laundry transportation from theater to shop, and shop to theater
  - Ongoing shop assistance
  - Changeover between shows
  - Additional tasks that keep the theater running smoothly
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### **Lighting**

This internship is focused on lighting the shows at New Swan.

Duties include:

- Helping with lighting hang and focus
  - Programming assistance during technical rehearsals
  - Light board operation
  - System set-up and strike
  - Shop assistance
  - Changeover between shows
  - Additional tasks that keep the theater running smoothly
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### **Running Crew and/or Assistant Stage Manager**

This internship focuses on assisting stage management in running shows.

Duties include:

- Rehearsal room support and set-up
  - Script assistance and tracking the staging
  - Assisting backstage with the run of the show
  - Assisting in duties assigned to the Stage Manager
  - Changeover between shows
  - Additional tasks that keep the theater running smoothly
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We may be able to create internships in two areas of interest. In addition, we may have internships available in Company Management, Directing, Publicity.

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## New Swan Internship Application

Space is limited and is available on a first come, first served basis.  
Applications will be reviewed. Potential interns will be contacted for an interview.  
For more information, please contact Eli Simon, Producing Artistic Director: [esimon@uci.edu](mailto:esimon@uci.edu)

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### STUDENT

Name (Last, First, M.I.): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Year at UCI: \_\_\_\_\_

Major: \_\_\_\_\_

Describe your theatre experience, if any, or attach a resume.

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### CONTACT IN CASE OF EMERGENCY

Name (Last, First, M.I.): \_\_\_\_\_

Relationship to Intern: \_\_\_\_\_

Address (if different from student): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### INTERNSHIP

Check the box next to the Internship(s) student would most like to take part in.  
You may select more than one option.

- Front of House
- Sound
- Scenic and Props
- Costumes
- Lighting
- Running Crew and/or Assistant Stage Manager

**Send completed applications via email to:**

**Eli Simon    [esimon@uci.edu](mailto:esimon@uci.edu)**

Artistic Director

New Swan Shakespeare Festival

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For more information about New Swan Shakespeare Festival, please visit our website: [newswanshakespeare.com](http://newswanshakespeare.com)