



MANATEE

PERFORMING ARTS CENTER

Artistic Inspiration for Everyone

ORGANIZATION LEADERSHIP

More than 70 years ago, The Manatee Players Inc. was a traveling band of artists and volunteers working with meager budgets three months out of the year. Today, governed by a 20 member volunteer Board of Directors, The Manatee Players Inc. is a year round professionally staffed non-profit corporation of 12 full-time employees, 4 part-time employees and more than 70 contracted directors, musicians, designers and teachers.

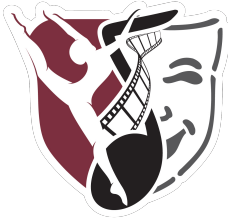
Our Mission: "To represent, enrich and promote diverse artists and art forms. The Manatee Players Inc. and its performance venue, Manatee Performing Arts Center, serve as a significant cultural, educational and economic resource for the Florida Gulf Coast region."

CENTER OVERVIEW

- The Manatee Players, Inc. has been operating the Manatee Performing Arts Center since 2013. During its history, The Manatee Players, Inc. has grown into an organization with an annual budget of \$2.1 million and over 70,000 visitors to the center annually. Manatee Performing Arts Center is a campus environment - Stone Hall (239 seats), Bradenton Kiwanis Theater (80 seats) and Kiwanis Hall (rehearsal and banquet hosting space).
- Manatee Performing Arts Center produces... Backbone Manatee Players, Conservatory of the Performing & Technical Arts, as well as senior theater troupe DraMature.

INTERNSHIP OVERVIEW

- Full-time wholly immersive program that assists aspiring theater practitioners and administrators in transitioning from academic theatre to professional theater. Participants receive practical learning experiences, engage in independent and collective projects, and work entry-level positions in various administrative and production departments.
- All applications will go through preliminary review to determine final candidates. Final candidates will undergo an in-depth interview with the appropriate department head.
- The average work week is 6 days, 48-52 hours, often working holidays (as audiences are typically large on holidays), not allowing time or energy for side jobs.
 - The compensation package includes:
 - Furnished shared housing. No more than 4 intern to a 2/1 apartment.
 - \$55 weekly stipend.
 - Additionally, a monthly utility allotment is given to each apartment that covers: electricity, water/sewage/trash, basic cable, and internet.
 - Two comp tickets to each Manatee Players or DraMature production.
 - Professional development, and networking opportunities through a number of community based partners (i.e. Chamber of Commerce, MYP - Manatee Young Professionals, Realize Bradenton)
 - To be eligible for consideration, applicants must:
 - Be at least 18 years old.
 - Have appropriate academic and/or professional experience.
 - Be able to commit to a semester program.
 - Be able to relocate to Bradenton, Florida.
 - Submit a thoroughly and thoughtfully completed application.



DEPARTMENTS AVAILABLE

Gain valuable professional experience in one or more of the following departments at MPAC

ARTISTIC ASSISTANT: Assist Casting & Hiring and Artistic Director with casting/hiring prep, scheduling, production sound research, special projects, and general clerical support. Other duties as assigned.

CARPENTRY: Work as a key member of the scenic build crew with opportunities to develop and expand scenic construction skills, work on the load-in crew for scenic and lights with possible assignment to show run crew.

COSTUMING: Running wardrobe, costume construction, some maintenance, and other support. Assist in all areas of costuming from working with designers to running wardrobe for a production. Includes construction, daily maintenance, shopping, and tracking inventory and purchases. **WORK SAMPLE REQUIRED**

DESIGN ASSISTANT: Work with professional designers in their field and have the possibility for some assistant design or design work. Secondary duties in scenic or costume construction and show running. **WORK SAMPLE REQUIRED.**

DEVELOPMENT: Will conduct telephone surveys, research new prospects, provide support for donor cultivation and grant writing, date entry/donation processing, and assist with special events. All general support duties of the Development Office as assigned. Must maintain a polished office appearance at all times and be prepared to conduct yourself respectfully and courteously with donors and all visitors to the Development Office. Secondary duty in Front-of-House.

EDUCATION: Assist and possibly lead outreach workshops. Assist instructors in MPAC/on-campus classes. Provide office and clerical support for booking, workshops, TYA (Theater for Young Audiences) performances, and other outreach events. Provide clerical, production, and backstage support for recitals. Assist summer camps and camp productions. Secondary duties as assigned.

LIGHTING: Work as the Master Electrician on maintaining Lighting Inventory, hand and focus changeovers, maintenance on shows, and special projects as assigned.

MARKETING: Assist with writing press releases, design of marketing materials, direct mail campaigns, and other support. Secondary duties as assigned. **GRAPHIC SAMPLES REQUIRED**

PRODUCTION/COMPANY MANAGEMENT: Assist the Production Manager in communicating with performers, assisting with travel and housing; provide general clerical support for the department including tracking of spending.

PROPS/PAINTING: Work as a key member of the props, and painting crews with opportunities to source, build/create props as well as develop painting skills for both scenic and properties divisions; with possible assignment show run crew.

SOUND: Learn and operate the Yamaha digital sound console. Program and operate the computerized sound playback system. Work with production team on locating and creating sound cues for production. Other support as assigned. Work directly with TD and designers on set construction, strike and load-in of scenic and lighting, scenic painting, and show running and maintenance.

STAGE MANAGEMENT: Assist in rehearsal taking blocking on stage and backstage, tracking costumes and props. Running shows which includes doing laundry, ironing, steaming and repairs under the costume shop supervision. Stage Manage shows, educational productions and special events. Secondary duty support as assigned.



INTERN APPLICATION

Send all materials to Janene Amick, Executive Director at executive@manateeplayers.com

NAME: _____ DATE: _____

CURRENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CELL PHONE: _____ HOME PHONE: _____

EMAIL: _____

PERMANENT ADDRESS (if different than above):

CITY: _____ STATE: _____ ZIP: _____

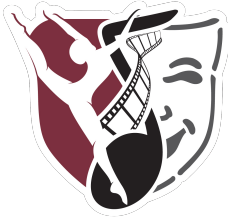
DATE AVILABLE: _____ DESIRED START DATE: _____

DO YOU HAVE PREVIOUS INTERNSHIP EXPERIENCE? YES NO

DO YOU HAVE A VALID DRIVER'S LICENSE? YES NO

WOULD YOU BE BRING A CAR? YES NO

List you top three departments of interest, in order of preference:	<u>Please rate your skill/experience from 1 (lowest) to 5 (highest):</u>		
1) _____	Adobe InDesign	Bookkeeping	Chop Saw
	Adobe Photoshop	Reception	Circular Saw
	Adobe Premier Pro	Researching	Jig Saw
	Photography	Stage Management	Arm Saw
	Video Editing	Sewing	Table Saw
	Bulk Mailing	Cutting	Drill Press
	Cold Calling	Draping	Welding
2) _____	Copy Machine	Patterning	Electrics
	Create Newsletters	Carpentry	Sound Mixing
	Public Relations	Prop Building	Sound Sourcing
	Microsoft Word	Prop Finding	Band Saw
	Microsoft Excel	Prop Running	
3) _____	Access Database Entry and Upkeep		
	Working with Children		



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ANSWER EACH OF THE FOLLOWING QUESTIONS IN 2-3 COMPLETE SENTENCES:

- What work would you *ideally* do at MPAC?

- What work would you be *unwilling* to do at MPAC?

- What work would you be *willing* to do at MPAC?

- How do you think this program will *benefit* you?

- What unique *contribution* could you make to MPAC?

- What are your *career goals* (as far as you can state at this point)?

- How did you hear about MPAC and this program?

EMERGENCY CONTACTS:

NAME: _____

RELATIONSHIP: _____

BEST PHONE: _____

NAME: _____

RELATIONSHIP: _____

BEST PHONE: _____

DO YOU HAVE EVERYTHING?

- Completed application
- Theatre resume
- Non-Theatre/Professional resume
- Work Sample (Lighting, Costume, Set Design: submit up to 5 jpg pictures or a link to your website/online portfolio)
- Graphic Sample (Marketing: focus on theatre, in advertising style)
- 3 letters of recommendation (from professors of professional colleagues, on official letterhead, with contact information)

*Incomplete applications will not be considered a priority