



# INTERNSHIP PROGRAM

**Mark Abram Copenhaver, Artistic Director**

**Chuck Gessert, Managing Director**

## About South Bend Civic Theatre

South Bend Civic Theatre, an award-winning and nationally ranked theater, is one of the top ten community theater's in the country. Founded in 1957, SBCT produces 14 theatrical productions each season.

Since the beginning of 2007, SBCT's productions have been held in our state-of-the-art facility located in downtown South Bend featuring two distinctive theater spaces, the Wilson and Warner Theatres, as well as having full scenic and costume shops on-site. Our third and most intimate venue, The Firehouse Theatre, a local historic landmark located at 701 Portage Ave. in the city's historic Near Northwest Neighborhood is the primary home for SBCT's Education program as well as performances of "theater for theater lovers."

## WHY SBCT?

All SBCT internships are general in nature and provide well-rounded administration, production and artistic experience. Each intern will leave with an in-depth knowledge into the basic workings of a state of the art, award winning theater.

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*"We can be very proud of a nationally-recognized community theatre that offers more opportunities to area actors, production teams, and audiences than any other community theatre in the state."*

- *SBCT Founding Executive Director Jim Coppens*
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Jacee Rohlck, Production Manager

**YOUR**  
INTRODUCTION  
TO THE  
PROFESSION  
BEGINS WITH  
**SBCT**

**WORK PLAY LIVE LEARN**



Amber Klinker, Costume Design Intern, Class of '14

## Greetings!

I am so excited that you are interested in being a part of South Bend Civic Theatre!

Our organization thrives with the efforts of many

talented people who share a passion for quality live theater. Our staff of professional artists collaborate with our pool of volunteers which reach into the hundreds to teach the theater arts. Our team strives to create productions which allow our community as a whole—from the actors who perform on our stages, to the technicians who paint our sets and write our light cues, to the audience whom laughs, cheers, and cries with us—to experience the joy and magic of theater. Join us as you enter the professional theater world—and make lasting memories.



Sincerely,

Chuck Gessert  
Managing Director

## INTERN IN THEATRE MANAGEMENT

The internships at SBCT allow for hands-on experience, working alongside the professional staff and community volunteers to create high quality theater for the Michiana region. Administrative internship positions include box office support, volunteer coordination, ticket and donor database management, marketing assistance, and subscription and development campaign assistance.

### Box Office Management:

During your internship you will work closely with SBCT's Audience Development Manager Tracie Lukasiewicz on the daily operations of managing a full-time box office. Working with current ticketing management and customer relation management software to track ticket buyers and donors, you will gain valuable customer service experience and organizational skills.

### Marketing:

SBCT produces fourteen full length productions a season which Marketing Director Scot Shepley promotes through various outlets, including local media organizations, SBCT's social media platforms and other publicity avenues. Interning in our Marketing Department will allow you the opportunity to have a hands on experience with all aspects of marketing including: targeted emails, social media postings, website and data base management and advertising.

### House Management:

A theater house manager is responsible for the smooth operation of the house during the run of a show. In addition, the house manager must ensure the safety and care of all patrons and maintain exceptional customer service as he or she is often the direct link to our patrons. As SBCT's Front of House Intern, you will work closely with our Operations Manager Steve Gergacz on management of all three art theater spaces.



Mathew Davidson, Technical Director

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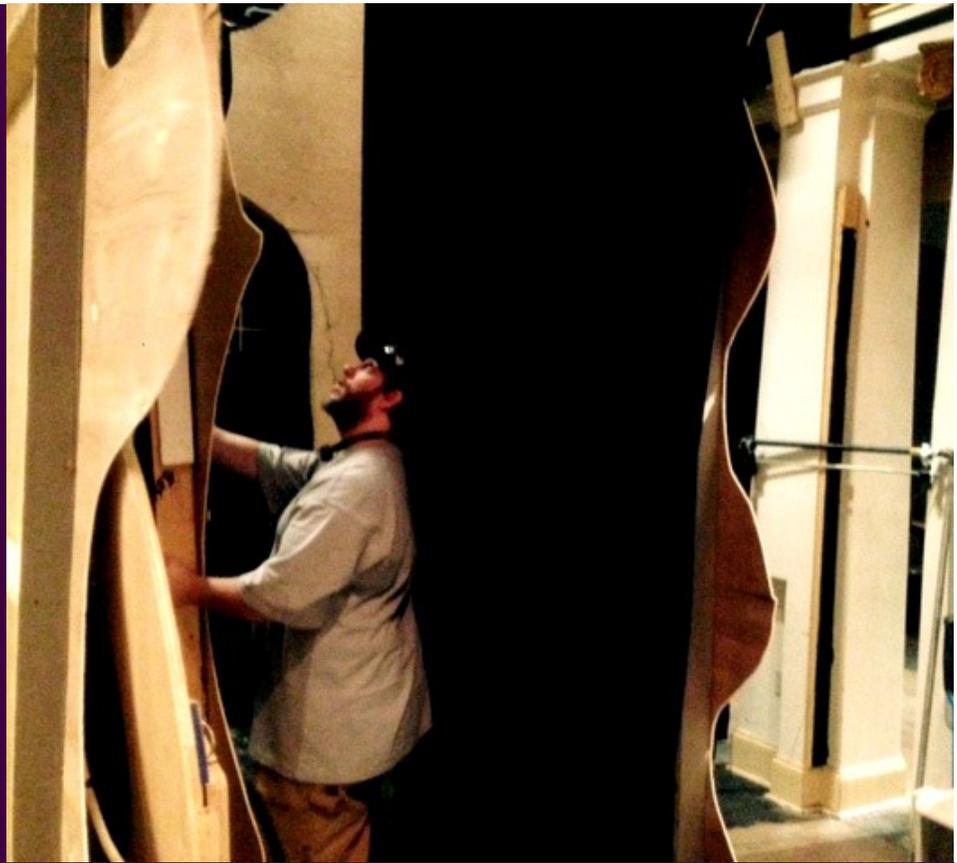
*"This is Your Theatre.  
This is Our Theatre.  
And These Are Our Stories."*

- *SBCT Artistic Director  
Mark Abram-Copenhaver*
-

# Production Internships

SBCT offers internships in the field of technical production. All internships are semester long, or full-year positions for current and recently graduated students. The internships at SBCT allow for hands-on experience, working alongside the professional staff and community volunteers to create high quality theater for the Michiana region. Positions are dependent on the interests, skill level, and time frame of the applicant and the work needs and time demands of the theater.

Production interns are sought in the areas of set design, set construction, scenic painting, costume design and construction, lighting and sound design, assistant technical work, and stage management.



Travis Mayer, Scenic Design Intern Class of '13

## Stage Management:

Stage managers provide practical and organizational support to the director, actors, designers, stage crew and technicians throughout the production process. As a Stage Management Intern, you will work directly with SBCT's Production Manager Jacee Rohlck.

Your duties will include: acting as the communication hub for both the cast and the design team for their particular show; keeping track of rehearsal and production calendars; creating and distributing rehearsal/performance reports and production meeting notes; and managing full scale productions.

## Costume Designer and Shop Management:

SBCT is home to a professional costume shop which provides costumes for all in-house productions but also is available to local theatre companies and organizations for rental.

As a Costume Design Intern at SBCT, you will assist the designers in pulling, altering and creating costumes for shows and assistant design at least one show. You will also help to maintain and manage the costume shop, including helping to create a costume inventory, overseeing rentals, and managing a budget.

## Technical Theatre Production:

The Technical Production Intern would provide support to our scenic, light, and sound departments. The intern could assist in any of the following areas: Building/carpentry, light hang/focus, sound setup, prop construction/refurbishing, scenic painting. Intern would work directly with SBCT's full-time production team which would result in the final production presented on stage.

# INTERNSHIP APPLICATION

Please submit your application form with a resume (both professional work history and theatrical experience) and a cover letter to [internships@sbct.org](mailto:internships@sbct.org) or mail to;

**South Bend Civic Theatre**  
**ATTN: Chuck Gessert, Managing Director**  
**215 W. Madison St. South Bend, IN 46601**

Today's Date \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Alt. Phone \_\_\_\_\_

E-mail \_\_\_\_\_

*(Please provide contact information that will be valid for the next 6-9 months)*

Education \_\_\_\_\_

When are you available to begin your internship? \_\_\_\_\_

Please list your areas of interest \_\_\_\_\_

Do you have any special skills or experience you would like us to know about?

\_\_\_\_\_

**MAKING A DRAMATIC DIFFERENCE...**

## Contact Us

Give us a call for more information about our internship program

(574) 234-1112

**Email us at:**  
[internships@sbct.org](mailto:internships@sbct.org)

**Location:**  
403 N. Main Street  
South Bend, IN 46601

**Mailing Address:**  
215 W. Madison St.  
South Bend, IN 46601

**Website:**  
[www.sbct.org](http://www.sbct.org)

