

International Ballet Theatre

Internship Opportunities 2016 - 2017

PRODUCTION DEPARTMENT INTERN

Description. The International Ballet Theatre's (IBT) Production Department Internship offers the opportunity to contribute to the planning of, execution of and wrap-up of IBT's productions. The [2016 – 2017 IBT season](#) includes Dracula, The Nutcracker, Jungle Book, Giselle and Stars of Tomorrow. IBT productions typically have 30 to almost 100 dancers and actors in the cast. In addition, IBT has many volunteers that assist in the front of the house, back of the house, in the wings with props and costumes throughout the performances. Documentation of product details, program tracking, logistics and planning and volunteer coordination will also be part of this role.

The Product Department Internship begins in late September 2016 and ideally runs through June 2017. The schedule typically ebbs and flows with the [production calendar](#). The exact start and end dates will be confirmed during the application process. Partial year internships are also a possibility; with a minimum of working on two productions. The Production Department Intern's hours can be flexible in the weeks leading up to productions. The Production Department Intern should ideally be available to work backstage for a minimum of half of each production's performance dates as well as technical and dress rehearsals at the theatre.

Interns will receive mentoring from the IBT staff and volunteers, complimentary tickets to International Ballet Theatre productions during the internship, and a weekly travel stipend. The International Ballet Theatre is an equal opportunity employer and encourages women and minorities to apply.

Preferred Skills and Experience

- Two years undergraduate education with successful completion of coursework or equivalent experience in one or more of the following: backstage, production, stage management, project management
- High school students will be considered based on experience.
- Very good attention to detail and organized
- Good communication skills
- Flexibility and ability to work within tight deadlines
- Self-starter, willing to take on a specific project or task development of the production

Application

Please send all application materials including cover letter, resume and two letters of references (academic or professional) to ibtballetvolunteers@gmail.com. If you wish to receive academic credit, please include an outline of your program's requirements for both the intern and internship site (International Ballet Theatre). Please be prepared to share a portfolio of work at in-person interview. **No phone calls, please.**

International Ballet Theatre
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<http://www.ibtbelleveue.org/>