



CTM Internship Mission Statement

CTM Internships provide career development opportunities for high school students, college students, and young adults for varying lengths throughout the year. We strive to provide all interns the chance to:

- Observe arts professionals
 - Learn best practices and gain hands on experience with artists dedicated to theater for young audiences
- Set Goals
 - Create an individualized learning plan
 - Partner with a mentor to identify internship goals, receive feedback during one on one check ins, and overall support
- Grow your professional network
 - Meet other emerging professionals and collaborate with them

Internship and Fellowship Types: CTM offers a variety of internships in various fields throughout the year. Please note that while some may be noted as being in a specific department, many are interdisciplinary.

Hours: Internships vary greatly between departments and depend heavily on the time of year.

Payment: Payment varies widely across departments, time of year, and specific internships. Summer Interns receive minimum wage. Internships during the Academic year may or may not provide stipends depending on the department. High School Internships are unpaid.

Housing: Housing is not available for any internship.

Academic Credit: Interns are responsible for contacting their academic institution and providing all necessary paperwork needed for academic credit. We are happy to complete all relevant paperwork (if delivered in a timely manner), but please note at time of application that you are seeking academic credit.

Community: All CTM Interns are part of the CTM professional network and have the opportunity to connect with artists (and fellow interns when applicable). Summer Interns will be part of a cohort, bettering their skills as individuals and as a collective group.

Application: We accept Internship applications throughout the season, although Summer Internships do have specific deadlines. If you are interested in applying for a Summer Internship, we begin accepting applications in January (please go to our website to view instructions for applying). Some academic year internships have a google form that will be posted when applications are being received. For other Internship inquiries, please email your resume to education@ctmtheater.org or see our website.

Academic Year Internships

Front of House & Administrative Internship

Learn project management, customer service, organizational and technical skills through hands-on experiences in our box office and front of house. Hone your interpersonal and communication skills while helping to create systems and support CTM's box office practices at the new Madison Youth Arts Center (MYArts). Some weekend hours may be needed.

Teaching Assistant Internship

Academic Year Teaching Assistant Interns serve as teaching assistants, lead warm ups and general classroom management. Interns will work with and learn from professional teaching artists. This internship pertains to our Academic Year classes (Mostly Saturdays) and Vacation Day Programs. This Internship is available for both High School and College Aged students.

Producing Internship: Young Playwrights Program

This Internship will work closely with CTM's Director of Education who produces the Young Playwrights festival. The Intern will help organize the flow of the festival, assist with festival rehearsals, and manage tasks to get the Festival off the ground! This internship is open to both High School and College Students and takes place in the Spring.

Education & Arts Administration (Academic Year)

Interns support Education initiatives in the office and in the community. Duties include contributing to and editing Study Guides, assisting with Student Matinees, helping run CTM Education events.

Summer Internships

Teaching Assistant Internship (TAI)

TAIs will work with professional teaching artists during CTM's Summer Stage Program in one, two, and three week programs serving 4K-12th grade students. TAIs will assist in rehearsing and preparing for 1-2 productions as well as serve as the technical crew for that production. Interns will create curriculum for and team-teach two weeks of Aftercare, with feedback from their supervisor. They will also receive weekly career development opportunities, as well as direct mentorship from a member of the CTM Education Department and teaching artists. This Internship lasts 6-8 weeks. Experience working with youth is a must. Theater experience is strongly preferred.

Stage Management Fellowship (SMF)

SMFs will be assigned to our 3 week productions during the Summer Stage. For weeks 1 and 2, SMFs serve as a program assistant during the rehearsal process (working closely with a professional stage manager & teaching artists). During week 3, SMFs serve as assistant stage manager for tech rehearsals & the show run. Ability to take initiative, delegate, exceptional organizational skills, and interest/experience working with youth is a must. Knowledge of theater & stage management is also a must.

Marketing

This Social Media Intern assists our Marketing Department with social media posts, content planning & photography, some metrics tracking and account management of CTM Facebook, Twitter, LinkedIn, and Instagram. Additional responsibilities include organizing photos/videos/media clippings from past productions, as well as writing items for CTM newsletters, press releases and website content as needed. The ideal candidate will be passionate about youth arts education, knowledgeable of conceptual social media campaigns, aesthetically inclined, have exceptional writing & editing skills, exercise good judgment on posts, and the ability to work with minimal supervision. Additional knowledge of smartphone photo editing, DSLR photography, and Adobe graphics applications is a big plus.

Photography

The Photography Intern assists our Marketing Department with capturing content for social media and promotional materials during our Summer Stage season to serve marketing materials for the year. Must have their own DSLR camera and photography experience. Additional knowledge of smartphone photo editing, DSLR photography, and Adobe graphics applications is a big plus.

Graphic Design

The Graphic Design Intern assists our Marketing Department. Responsibilities include the layout and production of print and web materials for our mainstage shows and Education department. The ideal candidate will be passionate about communication arts, aesthetically inclined, have exceptional attention to detail, and ability to work quickly with minimal supervision. Knowledge of Adobe Creative Suite, especially Illustrator and InDesign is required.

Summer Stage Run Crew

For high school and college students interested in helping out behind the scenes, this internship serves as run crew for Summer Stage productions as needed.