The Maltz Jupiter Theatre Internship Program is committed to providing professional training experience for performing arts majors, recent graduates, and those interested in pursuing a career in professional theatre. An Internship may be used for college credit with the student being responsible for all academic fees, filing of forms and providing the Maltz Jupiter with a specific outline of the University’s Internship requirements.

Internships are available in the following areas:
Arts Administration, Education, Scenic/Technical, Costuming, and Stage Management.

Internship Period:
The Maltz Jupiter Theatre will craft Internship periods suitable to the applicants’ needs.

Eligibility:
Applicants must demonstrate a strong interest in furthering their professional development and a commitment to working in a regional theatre.

Application:
Please send a cover letter, completed application, resume, and three letters of support. Resumes are accepted year round and kept on file.

Contact:
Julie Rowe, Director of Education
Maltz Jupiter Theatre
1001 East Indiantown Road
Jupiter, FL 33477
561-575-2672 jrowe@jupitertheatre.org
General Requirements:
All candidates need solid computer experience, including familiarity with MS Office and the Internet. Schedules are rigorous and there are no stipend for Internships.

Costume Interns work closely with the Costume Shop Manager and assist in construction, maintenance and repair, and daily costume shop tasks. Interns may be asked to serve as running crew during production.

Education Interns work closely with the Director of Education in all aspects of the Education Department, including the research and implementation of school and community outreach programs, workshop development, and daily office tasks. Opportunities for teaching and directing are available.

Marketing Interns work closely with the Director of Marketing in all aspects of the Marketing Department; including audience development, subscription and single ticket marketing, press publications, and group sales. Interns may also assist with research, special events, direct mail campaigns, and daily office tasks. Strong, effective written and verbal communication skills are essential; graphic or web design skills are a plus.

Technical Interns work closely with the Technical Director in the areas of set construction, stage properties, lighting, and sound and daily scene shop tasks. Interns may be asked to serve as running crew during production.

Stage Management Interns serve as assistants to the Equity Stage Managers in all aspects of stage management, including pre-production preparation, rehearsal and running crew during production. Interns may have the opportunity to stage manage special events and/or education activities.

Development Interns work closely with the Director of Development in all aspects of the Development Department, including fundraising, donor cultivation, and corporate, government and foundation relations. Responsibilities include assisting in the planning and execution of cultivation events, research, and daily office tasks. Strong effective written and verbal communications skills are essential.
Internship Application

Name:__________________________________________________________

Current Address:_________________________________________________

________________________________________________________________

Permanent Address:______________________________________________

________________________________________________________________

________________________________________________________________

Phone:_________________________ Cellular:___________________________

Email:__________________________________________________________

Dates Available:___________________________________________________

School/Program Currently Attending:________________________________

Area(s) of Focus:__________________________________________________

Expected Graduation Date:________________________________________

Please specify the internship(s) you are seeking in order of preference:
Arts Administration; Development  _____
Arts Administration; Marketing  _____
Directing  _____
Education  _____
Scenic/Technical  _____
Costuming  _____
Stage Management  _____

Send completed application, resume and three letters of support to:

Julie Rowe, Director of Education
Maltz Jupiter Theatre
1001 East Indiantown Road
Jupiter, FL 33477