



Spokane Valley Summer Theatre

Adult Volunteer & Internship Opportunities

Concessions

Description:

Adults only. Concessions volunteers will greet guests, assemble food orders, operate point-of-sale terminals and make accurate change while maintaining cleanliness of entire concession area including, counters, shelves, display area, condiment areas, preparation areas and stocking areas. Will also answer questions from guests and resolve any concerns with guidance from the House Manager. Concessions will be sold pre-show and at intermission. No alcohol.

Skills:

Comfortable communicating and cooperating with guests, supervisors, peers, subordinates, vendors and partners. Good verbal communication and listening skills as well as math and cash-handling skills.

Eligibility:

Must be available 1 hour before curtain of the show(s) you are volunteering to set up and organize your concessions station. Tear down will be after the performance. You will be given a free ticket to the show(s) you volunteer.

Silent Auctions

Team Description's: Auction Team Includes: Auction Assistants, Cashiers and Table Monitors.

Team Responsibilities:

Organizes all the pre - work with respect to creating the auction items and printed material for the auction – excluding promotional material. This includes:

- Procurement of Auction Items
- Packaging – Physically combining or bundling items
- Creating and printing materials needed
- Setup of the auction items at the venue
- Breakdown and cleanup after your event

Auction Assistants: Along with the above team tasks, Assistants are responsible for processing the bid sheet after the table is closed just after intermission. Assistants must also stay to distribute items to winning participants after the show.

Cashiers: Along with the above team tasks, Cashiers must be comfortable handling money or credit cards and trustworthy. Cashiers must also stay to process payments of items won by participants after the show.

Table Monitors: Along with the above team tasks on the auction floor, monitoring the bidding progress and helping attendees if there are any questions regarding the bidding process. They can also keep watch over items so they are not stolen or lost. *Monitor bidding

*Collect bid sheets

*Security for smaller items

When the bidding is over and a section closes, table monitors should pick up all the bid sheets and take them to the Auction Assistants for processing. After processing, moving auction items to the redemption area.

Eligibility: Team must meet 1 1/2 hours before curtain of each show to set up and organize. You will be given a free ticket to the show(s) you volunteer.

Poster Distribution

Anyone can be involved in our Distribution Days! You may volunteer to distribute posters in an area close to you or someplace new. Lists will be provided but new places are always appreciated. Times and dates will be determined based on the number of those interested. For every 20 posters displayed by a local business, school, church, theatre, etc. you may earn up to 2 tickets to the show of your choice.

Usher

Description:

Following direction from the House Manager, Ushers create a constant presence inside and outside the auditorium to deter any disruptive conduct and assist with crowd control, safety and seating of guests in auditoriums. They also make certain guests service is friendly, helpful and fast while answering anymore questions from guests and resolve any concerns. You will be provided a free ticket to the show(s) you usher.

Skills:

Must be comfortable communicating and cooperating with guests, supervisors, peers subordinates, vendors and partners. Must be able to stand, walk, lift, twist, and bend on a frequent basis while presenting a calm demeanor and encouraging positive interaction with patrons.

Eligibility:

Must arrive at the Theatre 1 hour before curtain. A dress code will be emailed to you. You will be responsible for checking the auditorium, lobby, and bathrooms after the show.

Mailing Party

Volunteers will be preparing the stuffed, stamped, and sealed envelopes for SVST. Date, time and location will be emailed to those interested and a meal will be provided as we converse around a big table.

Summer Internship Opportunities

Back Stage Crew Internship

Description:

Stagehands are usually knowledgeable in multiple disciplines, including rigging, carpentry, stage electrics, stage lighting, audio/projection, and props. Responsible for operating the systems during shows.

Skills:

A stage hand on crew must be, patient, intelligent, mature and know their stage directions. Their backstage behavior can make or break a performance, and their attention to detail is a major safety issue. They must be able to follow instructions exactly. On stage experience is helpful to understand that the actors and the audience are depending on the crew to be quick and precise with no mistakes.

Eligibility:

Must be available for tech week and all performances of the show (s) you are selected to intern. Please see calendar for dates.

Social Media Internship

Description:

The intern will function as a developing arm of the Marketing Department, assisting with the distribution of marketing materials, and maintaining a presence on all social media accounts (Facebook/Twitter/Instagram) using our archives to maintain and acquire a thorough audience awareness for Spokane Valley Summer Theatre's season. The intern will also assist with show-specific outreach. The internship is non-paid, but will provide college credit. (Must have form from College or University) "We hope you can take what you do this summer, turn it into a portfolio, and show a future employer."

Skills:

The Intern must be an ambitious self-starter. They must have a commitment to the Arts, enthusiasm for the space, and stamina to keep up with the industry. They must be verbally articulate, motivated, willing to learn and be part of a team, have wit and charm in their writing, and sharp critical thinking skills. They must be familiar with PC or Mac computers and software. Knowledge of Photoshop or other photo-design programs is a plus. They must have somewhat of an active presence on social media handles (Facebook, Twitter, Instagram, Tumblr.) and can display professionalism.

Eligibility:

Social Media Intern must be available on the last Friday of every one week Conservatory session (July 1, 15, 22, 29), one rehearsal, dress rehearsal, and the opening and closing performances of each musical in the professional repertory ("Buddy", "Oliver", "Bring it On") and at all media and promotional events (TBA).

Conservatory Teachers Assistant Internship

Description: Available to Students accepted into the Young Professionals Division seeking an opportunity for a scholarship. Available to anyone interested in teaching and influencing students entering grades 1-7, and those seeking elementary/secondary education degrees needing an internship for their school or university. (*must provide form from college or university.*)

Skills: Must follow directions and collaborate well with the director/instructor. Must work well with a variety of ages within children groups. Operation of a light or sound board is a plus. Clerical duties include phone calls or email to parents, photocopying.

Eligibility: Each Intern is expected to assist a two week equivalent of AM Courses, Set Construction Courses, and PM Courses for the Children's Conservatory. 8:30am - 3:30pm Monday through Friday.

Intern Application Materials and Process

All applications are due by May 2st, 2016. Interns may be selected prior to that date; applicants are encouraged to submit materials early. Every applicant must submit an official Spokane Valley Summer Theatre Internship Application and a cover letter detailing you interest in this specific internship at SVST. Please include both items as PDF attachments to your email. We will acknowledge receipt of all applications. Do not submit multiple copies of the same application.

Submit all materials via e-mail to ashley@svsummertheatre.com.



Spokane Valley Summer Theatre Internship Application

Contact:

Name _____

Mailing Address _____

Phone _____ Email _____

Area of Interest _____

(if more than one, write in order of preference)

Are you the age of 18 or over? Yes___ No___ Please specify _____

Are you legally authorized to work in the US? Yes___ No___

Available *June - August 2016*: Yes___ No___

Conflict Dates: _____

Available to start on _____ End Date _____

Education:

(please list grade level or major, GPA, and date of graduation if applicable)

Applying for Conservatory Scholarship: Yes___ No___

College Credit: Yes___ No___ *(need form from College or University)*

References:

Reference #1

Reference #2

Name _____ Name _____

Relationship to Applicant _____ Relationship to Applicant _____

Mailing Address _____ Mailing Address: _____

Phone _____ Phone _____

Email _____ Email _____