Positions, Continued

Stitcher/Dresser Interns
June 6 - August 14, 2017
1. Assist First Hand with pinning and stitching of constructed costumes and muslins.
2. Handwork for constructed costumes such as hems, buttons & snaps.
3. Alteration on costumes pulled from stock, purchased or rented.
4. Alter and trim accessories such as hats, shoes and jewelry.
5. Assist designers in pulling and organizing of costumes.

Dressers
June 6 - August 15, 2017
1. Assist wardrobe supervisor in running of costume area during dress rehearsals and performances.
2. Assist with quick changes and wigs and hair maintenance.
3. Maintain and repair costumes during run of show.
4. Assist with laundry, dry cleaning, steaming & pressing of costumes.
5. Assist with costume strikes and set-ups and assist with returning costumes to storage.

Dresser Interns
June 6 - August 14, 2017
1. Assist wardrobe supervisor in running of costume area during dress rehearsals and performances.
2. Assist with quick changes and wigs and hair maintenance.
3. Maintain and repair costumes during run of show.
4. Assist with laundry, dry cleaning, steaming & pressing of costumes.
5. Assist with costume strikes & set-ups and assist with returning costumes to storage.

Properties Master
May 22 - August 15, 2017
1. Work closely with Scenic Designer to locate stage furniture & properties.
2. Painting, creating and/or refinishing of stage furniture and properties as directed.
3. Purchase props and use construction techniques to create props.
4. Participate in scenic change-overs and strikes.

Assistant Properties Master
May 22 - August 15, 2017
1. Work with Properties Master in locating furniture and properties.
2. Create and build stage furniture and properties.
3. Work on backstage crew as assigned.
4. Participate in all scenic change-overs and strikes.
5. Work with technical staff in building of scenery.

Scenic Artist
May 22 - August 15, 2017
1. Work with scenic Charge Artist in painting and texturing scenery, stage floor, and set pieces.
2. Demonstrate knowledge in various scenic painting techniques.
3. Work on backstage crew as assigned.
4. Participate in all scenic change-overs and strikes.
5. Work with technical staff in building of scenery.

Assistant Scenic Artist
May 22 - August 15, 2017
1. Work with Scenic Artist in painting and texturing scenery, stage floor, and set pieces.
2. Demonstrate knowledge in various scenic painting techniques.
3. Work on backstage crew as assigned.
4. Participate in all scenic change-overs and strikes.
5. Work with technical staff in building of scenery.

About Porthouse Theatre
Northeast Ohio’s premier summer professional theatre, Porthouse Theatre is located on the beautiful grounds of Blossom Music Center in Cuyahoga Falls, Ohio. Porthouse provides professional theatre entertainment to more than 20,000 guests and offers training opportunities to more than 100 company members each year.

Benefits
- All positions are paid.
- You may be eligible for free housing if your permanent address is outside a 50 mile radius from Kent, OH. If you reside within a 50 mile radius and wish to use housing (if available), your stipend will be reduced by 10%.
- Undergraduate or graduate credit may be available.
- Complimentary tickets to all Porthouse productions.
- Work with theatre professionals from around the country and the region.
- Work in the beautiful setting of Blossom Music Center and Cuyahoga Valley National Park.
- Work for a professional URTA Tier 2 Equity Theatre.

How To Apply
To apply for a position with Porthouse Theatre for the summer of 2017:

Visit: www.porthousetheatre.com

- or -

Contact:
Karl Erdmann
Production Manager
330-672-0118
kerdmann@kent.edu
Positions Available

Company Manager
May 19 - August 17, 2017
1. Manage the administration of the company and season.
2. Coordinate company housing, parking, course registration, company communications, and special events, including all opening night parties.
3. Help resolve all personnel and material problems.
5. Substitute into any admin. position in case of emergency.
6. Attend production and front of house meetings.
7. Assist Marketing Associate as needed.

Assistant Company Manager/PR Assistant
May 19 - August 17, 2017
1. Aid Company Manager in administration of company & season.
2. Assist Company Manager in coordination of housing, parking, course registration, company communication, and special events, including all opening night parties.
3. Help resolve all personnel and material problems.
5. Substitute into any admin. position in case of emergency.
6. Attend production and front of house meetings.
7. Assist Marketing Associate including with media and coordination of opening of night parties.

House Manager/Assistant House Manager
June 12 - August 15, 2017
1. Supervise and coordinate maintenance of house operations.
2. File house manager reports after each performance.
3. Coordinate curtain speech, curtain, intermission, and end of show times with Production Stage Manager.
4. Maintain payroll quantities and coordinate stuffing of any inserts.
5. Handle all customer service issues as related to front of house operations.
6. Enforce house rules & maintain safety in all public areas.
7. Attend all front of house meetings as scheduled.

Asst. Stage Managers/Stage Manager Interns
May 24 - August 16, 2017
1. Work under the direction of Equity Production Stage Manager.
2. Assist directors, music director, choreographers, and Production Stage Manager as needed for all productions.
3. Attend all rehearsals as needed.
4. Work all performances as needed.
5. Assist in strikes as assigned.
6. Must possess strong communication skills and the ability to work well with others.

Assistant Concessions Manager
May 30 - August 15, 2017
1. Maintain and monitor concession inventory.
2. Manage bookkeeping of concessions operations.
3. Coordinate with Company Manager or Facilities Manager for the ordering of concessions supplies.
4. Assist Facilities Manager in the maintenance of Porthouse grounds.
5. Train and supervise concessions staff.
6. Arrange all concessions receipts and reports.
7. Oversee the maintenance of pavilion and picnic areas.
8. Help prepare Porthouse grounds for season open and close.
9. Attend production and front of house meetings as scheduled.

Assistant Facilities Manager
May 30 - August 15, 2017
1. Maintain appearance and safety of the Porthouse grounds.
2. Supervise facilities crew.
3. Prepare Porthouse grounds for opening and closing of season.
4. Keep insect and pest situation under control.
5. Work closely with box office and house management staff to maintain a clean, safe, and efficient environment.
6. Oversee daily maintenance of theatre, concessions area, picnic pavilion, dressing rooms, flowers and flower beds, & public restrooms.
7. Attend production and front of house meetings as scheduled.

Facilities and Concessions Staff
June 6 - August 15, 2017
1. Maintain the appearance and safety of Porthouse grounds.
2. Keep insect and pest situation under control.
3. Perform daily maintenance in theatre, concessions area, picnic pavilions, dressing rooms, flowers & flower beds, & public restrooms.
4. Prepare Porthouse grounds for opening and closing of season.
5. Actively sell concession items before each performance and during intermission.
6. Assist in the coordination of patron parking.

Box Office Manager/Assistant Manager
May 19 - August 17, 2017
1. Train, schedule, and supervise box office staff.
2. Enforce cash-handling policies and procedures and produce shift and daily transaction reports, sales reports, and deposits.
3. Handle, process, & oversee subscription, group, & single ticket sales.
4. Attend production and front of house meetings as scheduled.
5. Attend production and front of house meetings as scheduled.
6. Assist in the coordination of patron parking.
7. File house manager reports after each performance.
8. Assist in all customer service issues as related to front of house operations.
9. Attend all front of house meetings as scheduled.

Asst. Stage Managers/Stage Manager Interns
May 24 - August 16, 2017
1. Work under the direction of Equity Production Stage Manager.
2. Assist directors, music director, choreographers, and Production Stage Manager as needed for all productions.
3. Attend all rehearsals as needed.
4. Work all performances as needed.
5. Assist in strikes as assigned.
6. Must possess strong communication skills and the ability to work well with others.

Assistant Master Electrician
May 22 - August 15, 2017
1. Work with the Master Electrician in the hanging, focusing, and rigging of lighting equipment.
2. Participate in scenic and electric change-overs and strikes.
3. Run follow spot or work backstage on scenic and/or electric crew.
4. Work in scene shop.
5. Help maintain and repair instruments and cable.

Electricians
May 22 - August 15, 2017
1. Work with the Master Electrician in the hanging, focusing, and rigging of lighting equipment.
2. Participate in scenic and electric change-overs and strikes.
3. Run follow spot or work backstage on scenic and/or electric crew.
4. Work in scene shop.
5. Help maintain and repair instruments and cable.

Lead Carpenters
May 22 - August 15, 2017
1. Work with Technical Director & tech staff to build 3-show season.
2. Construct scenery and rig scenery and sound equipment.
3. Participate in scenic change-overs and strikes.
4. Serve on run crew if needed.
5. Possess proficient knowledge of theatrical carpentry & shop tools.
6. Welding, rigging, and metal working skills preferred.

Carpenters
May 22 - August 15, 2017
1. Work with Technical Director and tech staff to build 3 -show season.
2. Construct scenery.
3. Participate in scenic and electric change-overs and strikes.
4. Work backstage on scenic or electric crew.
5. Knowledge of scenic carpentry and shop tools required.

Sound Engineer/Operator
May 22 - August 15, 2017
1. Hang, rig, cable, and install all sound equipment.
2. Maintain all sound equipment.
3. Set-up wireless microphones.
4. Set-up mixer and all playback machines.

Wardrobe Supervisor
June 6 - August 15, 2017
1. Responsible for smooth running of costume area during performances including crew supervision.
2. Maintain and repair costumes, accessories, shoes and other costume items during run.
3. Launder, press, and steam all costumes; oversee dry cleaning.
4. Check-out and distribute costumes to dressing rooms before and collect and check-in costumes after performances.
5. Assist with quick changes during performances.
6. Collect and check in all costumes following each performance.
7. Assist actors with make-up and hair styles.
8. Assist Costume Shop Supervisor with all set-ups & strikes of costumes & dressing areas, including rental returns & stock storage.

First Hands
May 23 - July 29, 2017 (Some Flex)
1. Pin and stitch muslins.
2. Assist with putting costumes on and off.
3. Prepare costumes for dressing.
4. Handwork such as hand-sewing, applique, and embroidery.
5. Alterations on pulled, purchased or rented costumes.
6. Assist in the coordination of patron parking.
7. File house manager reports after each performance.
8. Assist in the coordination of patron parking.
9. Attend all front of house meetings as scheduled.
10. Must possess strong communication skills and the ability to work well with others.

Stitchers & Stitcher Interns
May 23 - July 29, 2017 (Some Flex)
1. Assist First Hand with pinning and stitching of constructed costumes and muslins.
2. Handwork for constructed costumes such as hems, buttons and snaps.
3. Alterations on costumes pulled from stock, purchased or rented.
4. Assist in the coordination of patron parking.
5. Must possess strong communication skills and the ability to work well with others.

Assistant Master Electrician
May 22 - August 15, 2017
1. Work with the Master Electrician in the hanging, focusing, and rigging of lighting equipment.
2. Participate in scenic and electric change-overs and strikes.
3. Run follow spot or work backstage on scenic and/or electric crew.
4. Work in scene shop.
5. Help maintain and repair instruments and cable.