



# FST florida studio theatre

Richard Hopkins, Artistic Director

## SARASOTA'S CONTEMPORARY THEATRE

- Florida Studio Theatre (FST), a LORT D Theatre, has been in operation in Sarasota since 1973. During its history, FST has grown into a theatre with an annual budget of \$7 million and over 35,000 subscribers a year— more than any theatre its size in the country.
- The FST campus is a village of theatres including the historic Keating Theatre (173 seats), the Parisian-style Goldstein Cabaret (109 seats), and the Hegner Theatre Wing; which houses the Gompertz Theatre (237 seats), the John C. Court Cabaret (110 seats), and the Bowne's Lab Theatre (100 seats).
- FST presents six main programs: Mainstage, Cabaret, Stage III, Education, Children's Theatre, and New Play Development. FST primarily produces world premieres and contemporary works produced on- or off-Broadway within the last five years. By focusing on the works of contemporary writers, FST offers plays to its audience not usually produced by other area theatres.
- FST has an extensive Education program which offers up to 30 classes weekly. FST's touring company reaches over 50,000 students annually in the Southeastern United States and beyond, inspiring them to write plays for FST's annual Young Playwrights' Festival.
- New Play Development is an integral part of FST and its mission. FST receives over 500 plays a year from established and emerging writers. Many new scripts developed through this program reach our stages. Our Mainstage alone has produced more than 38 world premieres and 100 regional premieres over FST's history.

## OVERVIEW

- This full-time, immersive program assists aspiring theatre professionals in transitioning from the academic to professional world. Participants receive practical learning experiences, engage in independent and collective projects, and work entry-level positions in various administrative and production departments.
- The average work week spans over 6 days with 48-52 hours, including holidays (as audiences are typically large on holidays), and not allowing time for side jobs.
- All applications will go through preliminary review to determine final candidates. Final candidates will undergo a further in-depth interview with the appropriate department head.

### Compensation package includes:

- Free, fully furnished shared housing, including utilities, cable, and internet.
- \$120 weekly stipend.
- 25% discount at FST's Green Room Café & Bar.
- Two comp tickets to each FST production.
- Professional development, networking opportunities, and admission to FST classes & workshops.

### To be eligible for consideration, applicants must:

- Be at least 21 years old (*exception for Summer Education Interns*)
- Be able to commit to a year-long program. (Starting in May or September, *exception for Summer Education Interns*)
- Have appropriate academic and/or professional experience.
- Be able to relocate to Sarasota for the length of the internship.

## TO APPLY

Submit the following via email with the Subject "FST 19-20 Intern Application" to Jill Zakrzewski, General Manager, at [jzakrzewski@floridastudiotheatre.org](mailto:jzakrzewski@floridastudiotheatre.org)

**PRIORITY DEADLINE**  
**MARCH 5, 2019**

\* Applications that are not in by the priority deadline or that are incomplete will not be considered a priority

- Completed application.
- Headshot or current jpg picture.
- Theatre Resume.
- Non-Theatre/Professional Resume.
- 3 Letters of Recommendation from professors or professional colleagues, on official letterhead, with their contact information.
- Writing Sample (for Marketing, Literary, and Playwriting Internships only)
  - For Marketing, please focus on theatre in a journalistic style.
  - For Literary, please focus on summary/analysis of a play.
  - For Playwriting, please submit a sample of your playwriting in any form.
- Work Sample – Required for the following: Sound, Lighting, Costume.
  - Submit up to 5 jpg photos or a link to your website/online portfolio.

### Audition (Acting Apprentice ONLY)

Please include a video audition via YouTube link. Make sure this video can be viewed by anyone with the direct link, so that all casting representatives may watch your audition. Prepare 2 contrasting contemporary monologues (from plays written in the last 20 years) with a total length of no more than 3 minutes. Actors who sing (not required) may prepare 2 contrasting 32 bar cuts of musical theatre or pop/rock with accompaniment that show range. Ladies, if you have both a belt and a legit voice, please showcase both in this portion of your audition.

## ARTISTIC

**ACTING** Perform in TYA (Theatre for Young Audiences) shows, understudy when applicable, receive acting and improvisational training, participate in New Play Development, and work secondary duties in other departments as assigned. **AUDITION REQUIRED. Applicant is also required to pass a background check.**

**DIRECTING** Work closely with FST's Literary Manager, Associate Artists, and Resident Directors throughout the rehearsal process for all programs. Help devise and direct apprentice/student projects, dramaturgical research, and continuous support for the literary Department. Strong writing and research skills needed. Also serves as Assistant Stage Manager for the Stage III series.

**EDUCATION - SUMMER ONLY** Assist Master Teachers with acting, movement, improvisation and voice workshops offered to ages 3 through 17. Provide general camp support while interacting with all staff and students. Secondary duties in other departments. **All Education Interns are required to pass a background check.**

**LITERARY** Gain hands-on industry experience in Literary Office operations with a focus on contemporary plays and New Play Development. Correspond with agents, playwrights, and community leaders for audience engagement. Multiple writing opportunities with marketing and development departments. Secondary duties in Front-of-House, box office, and marketing as assigned. **WRITING SAMPLE REQUIRED.**

**PLAYWRITING** Grounded in FST's Literary Department, work on development of scripts for FST's Cabaret & Children's Theatre Series, develop original work, and provide dramaturgical support for Apprentice/Student projects. This a fully immersive experience in New Play Development. Secondary duties as assigned. **WRITING SAMPLE REQUIRED.**

**PIANIST/COMPOSER** The intern pianist will play for FST's acting apprentice company, education and improv programs as well as possible work in the Cabaret and Mainstage Theatres as rehearsal pianist. Must be a skilled pianist, musical directing experience a plus. Composition opportunities may arise, composing background is encouraged. Will do secondary work in another area of the theatre.

## ADMINISTRATIVE

**ARTISTIC** Assist Artistic department with casting/hiring prep, scheduling, production research, special projects, and general clerical support. Will also assist with Guest Relations and front of house as needed.

**COMPANY MANAGEMENT** Assist the Company Manager in all aspects of guest relations: communicating with performers, assisting with travel and housing, and preparing and maintaining artist residences and vehicles. Secondary duties in other departments as assigned. **Applicant MUST have own car.**

**DEVELOPMENT** Learn more about theatre administration and fundraising. Develop skills in Tessitura and Wealth Engine Management programs through processing, donations, researching prospects and maintaining records. Assist in execution of direct mail and phone campaigns. Write, edit and proof materials for use in fundraising and publicity efforts. Maintain Development archives. Secondary duty in Front-of-House.

**MARKETING** Gain valuable transferable skills and solid arts administration experience working as a key member of FST's fast-paced marketing team. Stretch your own creativity by helping to develop promotional content – videos, photography, blog posts, and show graphics. Support the digital team by contributing ideas for social media and developing eblasts. Get a taste of public relations by drafting press releases, archiving coverage, and copyediting. Gain an understanding of direct mail, working in FST's in house mailroom.

## PRODUCTION

**CARPENTRY** Work as a key member of the scenic build crew with opportunities to develop and expand scenic construction skills, and work on the load-in crew for scenic and lights. Possible assignment to show run crew.

**COSTUMES** Assist in all areas of costuming from working with designers to running wardrobe for a production. Includes construction, daily maintenance, shopping, and tracking inventory and purchases. Possible assistant design or design work. **WORK SAMPLE REQUIRED.**

**LIGHTING** Maintain lighting inventory, hang and focus changeovers, maintenance on shows, and special projects as assigned. Possibility for some assistant design or design work. **WORK SAMPLE REQUIRED.**

**PRODUCTION** Serve on run crew for a minimum of 2 productions. In addition, work in Stage Management for small productions and events; assist on lighting and sound calls; work in the scene shop and costume shops depending on skill level. This is a great opportunity for someone who wants to increase their skill level in multiple areas of theatre production.

**PRODUCTION MANAGEMENT** Work closely with the Production Manager on all aspects of running a five theatre complex. Assist with research and provide general clerical support for the production department including creating and tracking of purchase orders.

**PROPS/PAINTING** Work as a key member of the props and painting crews with opportunities to source, build/create props as well as develop painting skills for both scenic and properties divisions. Possible assignment to show run crew.

**SOUND** Learn and operate the Yamaha digital sound console. Program and operate the Q-Lab computerized sound playback system. Work with production team on locating and creating sound cues for production. Other support as assigned. **WORK SAMPLE REQUIRED.**

**STAGE MANAGEMENT** SM opportunities available in all 5 of FST's spaces: Serve as ASM for AEA Productions, SM for non-union productions. Take blocking in rehearsals, track costumes and props, manage run crew for performances. Running shows also includes wardrobe maintenance: laundry, ironing, steaming, and basic repairs. Also provide SM support for educational recitals and special events. Secondary duty support as assigned.





# APPRENTICE & INTERN APPLICATION

Send all items to Jill Zakrzewski, General Manager at [JZakrzewski@floridastudiotheatre.org](mailto:JZakrzewski@floridastudiotheatre.org)

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

DATE AVAILABLE: \_\_\_\_\_

POSITIONS APPLYING FOR (in order of preference): 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PERMANENT ADDRESS (if different than above): \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

### Please rate your skill/experience from 1 (lowest) to 5 (highest):

- |                        |                      |                           |
|------------------------|----------------------|---------------------------|
| ___ Adobe InDesign     | ___ Electrics        | ___ Sewing                |
| ___ Adobe Photoshop    | ___ Microsoft Excel  | ___ Sound Mixing          |
| ___ Adobe Premiere Pro | ___ Microsoft Word   | ___ Sound Sourcing        |
| ___ autoCAD            | ___ Patterning       | ___ Stage Management      |
| ___ Bookkeeping        | ___ Prop Building    | ___ Table Saw             |
| ___ Box Office         | ___ Prop Finding     | ___ Tessitura             |
| ___ Carpentry          | ___ Public Relations | ___ VectorWorks           |
| ___ Copy Machine       | ___ Q-Lab            | ___ WordPress             |
| ___ Cutting            | ___ Reception        | ___ Working with Children |
| ___ Database Entry     | ___ Researching      |                           |
| ___ Draping            | ___ Script Analysis  |                           |

**DO YOU HAVE PREVIOUS INTERNSHIP EXPERIENCE?**

YES  NO

**DO YOU HAVE A VALID DRIVER'S LICENSE?**

YES  NO

**IF OFFERED A POSITION, WILL YOU BRING A CAR?**

YES  NO

**DO YOU SPEAK ANY LANGUAGES BESIDES ENGLISH?  
IF SO PLEASE LIST:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## ANSWER EACH OF THE FOLLOWING QUESTIONS IN 2-3 COMPLETE SENTENCES:

What work would you *ideally* do at FST?

What work would you be *willing* to do at FST?

What work would you be *unwilling* to do at FST?

How do you think this program will *benefit* you?

What unique *contribution* could you make at FST?

What are your *career goals* (as far as you can state at this point)?

How did you hear about FST and this program?

### DO YOU HAVE EVERYTHING?

- Completed Application
- Headshot or Recent JPG Photo
- Theatre Resume
- Non-Theatre/Professional Resume
- 3 Letters of Recommendation

### ADDITIONAL MATERIALS

- Writing Sample (Marketing, Literary, Playwriting)
- Work Sample (Lighting, Costumes, Sound, Design)
- Audition Link (Acting Apprentice)

\*Incomplete applications will not be considered a priority