



2009 Interns

2010 INTERNSHIP PROGRAM

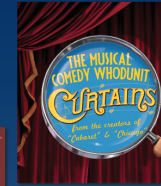
"The one thing I loved most about the CLO is that most internships don't have a sense of belonging. I felt like I was always part of the group and not treated like an intern, and for me that was very important."

- Julie, Marketing 2009

2010 SUMMER SEASON



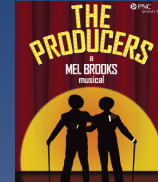
JUNE 1-6



JUNE 22-27



JUNE 8-20



JULY 6-18



AUGUST 3-8



JULY 20-AUGUST 1

"The internship was everything I expected I would be doing on a day-to-day basis, but not what I expected on an emotional level. I grew very close with the other education intern, the staff, and summer campers."

- Anne, Education 2009

LIGHTING DESIGN

Assists Lighting Designers with pre-show drafting, light plots and other lighting duties.

MUSIC

Assists Musical Director and Arranger. Transcribes, transposes and copies music.

PRODUCTION MANAGEMENT

Assists Production Manager, works with stage crew and all technical departments.

PROPERTY COORDINATION

Assists Props Coordinator in obtaining and designing props. Must have a valid driver's license.

PUBLIC RELATIONS/SPECIAL EVENTS

Writes press releases and program stories. Assists with a variety of marketing and PR activities including promotional events, displays, themes and decorations for cast parties, opening night gifts for actors, welcome baskets and a variety of administrative tasks.

SOUND DESIGN

Assists House Soundman with rehearsal notes and cues, attends all rehearsals, techs and performances.

STAGE DIRECTION

Assists multiple Directors with notes, attends all rehearsals, techs and opening nights with Director.

STAGE MANAGEMENT

Assists Stage Managers with rehearsals, schedules, works backstage during technical/dress rehearsals and performances.

VIDEO PRODUCTION

Shoots, edits and produces video spots of performances, rehearsals, cast parties and education programs for use on the website, in promotional presentations and for local television stations.

For more information, visit our website at pittsburghCLO.org

Be a part of Pittsburgh CLO's Summer Season 2010 as a CLO Intern!

Pittsburgh CLO's Internship Program offers a unique opportunity for interns to get "hands-on" experience by working closely with Pittsburgh CLO production and administrative staff members in such areas as: Choreography, Costumes, Direction, Lighting Design, Public Relations, Stage Management and more!

Pittsburgh CLO Interns earn a modest stipend of \$100 per contracted work week to cover their expenses.

The CLO Internship Program has resulted in college credits for some students (check with your advisor) and has influenced many to pursue their interest professionally.

The Internship Program is offered to students 18 years of age and older.

Start and end dates for internships vary by position.

Administrative: Early-May – Mid-August

Production: Late-May – Mid-August

Administrative interns may occasionally be asked to work evenings or weekends as needed. Production interns can expect to work long and/or unusual hours due to the concentration of the season and the theatrical nature of the work required.

Interviews will be scheduled beginning in March 2010.

About Pittsburgh CLO

Since 1946, the Pittsburgh CLO has been the driving force behind live musical theater in Pittsburgh and the entire Southwestern Pennsylvania region. Pittsburgh CLO is a not-for-profit organization that appreciates the support of nearly 200,000 patrons each year. Its dedication to the musical theater art form extends beyond the summer season with such programs as the CLO Academy, the CLO Mini Stars, the Gene Kelly Awards, the Construction Center for the Arts, National High School Musical Theater Awards and the CLO Cabaret.

Choose the internship that best fits your talents and goals.

CABARET THEATER

Assists the Cabaret staff and the Group Sales Manager with the operations of the current show. Duties include street-teaming, production assistance and web and database management among a variety of other tasks.

CHOREOGRAPHY

Assists multiple Choreographers with notes, attends all rehearsals, techs and opening nights with Choreographer.

COMPANY MANAGEMENT

Assists with housing and transportation of cast members, performs administrative tasks and works with guest artists and production staff as required. Applicants must have a valid driver's license.

COSTUME COORDINATION

Assists with wardrobe fittings, obtaining costume pieces and taking notes during tech and opening nights.

DEVELOPMENT

Manages complimentary outreach ticket programs; works on Development projects and events including The Donor Dress Rehearsal.

EDUCATION & OUTREACH

Assists CLO Academy staff with its summer camp program. Position works directly with students.

GRAPHIC/WEB DESIGN

Applies daily updates to the Pittsburgh CLO websites including cast information, production photos, video clips and more. Assists with graphic emails and projects.

HAIR DESIGN

Assists Hair Designer with fittings, maintenance and performances. Must have prior experience working with hair and wigs.

2010 Internship Application Form

Last Name			First Name			M.I.											
College/University																	
Degree Pursued						Expected Graduation Date											
<u>School contact information:</u>						<u>Permanent contact information:</u>											
Address			Apt.			Address			Apt.								
City			State			Zip			City			State			Zip		
Cell Phone						Phone											
E-mail						E-mail											
Age						Birth date											

If you attend school outside the Pittsburgh area, will you be in Pittsburgh during the Spring?

YES NO If Yes, when? _____

What dates are you available to intern? _____

Do you have a valid driver's license? YES NO

Please indicate your top five areas of interest and/or experience (1=highest rating)

- | | | |
|--------------------------|---------------------------|-----------------------|
| ___ Cabaret Theater | ___ Graphic/Web Design | ___ PR/Special Events |
| ___ Choreography | ___ Hair Design | ___ Sound Design |
| ___ Company Management | ___ Lighting Design | ___ Stage Direction |
| ___ Costume Coordination | ___ Musical Direction | ___ Stage Management |
| ___ Development | ___ Production Management | ___ Video Production |
| ___ Education & Outreach | ___ Property Coordination | |

To apply for an internship with the Pittsburgh CLO, please submit all of the following:

- Completed application form
- Resume of work and related experience
- Two letters of recommendation
- Photograph (can be a snapshot)
- A one page summary of what you expect to gain and contribute if you are selected to participate in the CLO Internship Program

NOTE: All materials must be submitted simultaneously

Mail all required materials to:
Pittsburgh CLO Internship Program 2010

CLO Academy • 130 CLO Academy Way • Pittsburgh, PA 15222.

Phone: 412-281-2234, ext 101 • Fax: 412-281-2232 •

Email: ashockling@pittsburghclo.org

The Internship Program is offered to students 18 years of age and older.

The Pittsburgh CLO Internship Program is made possible by the CLO Guild.

Interviews will begin March 2010.

PITTSBURGH CLO EDUCATION PROGRAMS

Pittsburgh CLO Academy · Creative Vision · Gallery of Heroes
The Gene Kelly Awards · Mini Stars · Internships · New Horizons

