# **EAU CLAIRE CHILDREN’S THEATRE, INC.**

# **POSITION TITLE: COSTUME INTERN**

# **I. POSITION OBJECTIVES:** To provide creative and management assistance to the ECCT Costume Designer for ECCT Theatre productions and efficient management of the ECCT costume shop

# **II. POSITION CHARACTERISTICS:**

# Recruited by: Executive Director

# Stipend: $600 per semester

# Schedule: Flexible schedule- days, nights or weekends

# Fifteen hours per week for 14 weeks

September 9-December 12, 2014

**III. POSITION RELATIONSHIPS:**

# Reports to: Costume Designer

# Supervises: Community volunteers

# Coordinates with: Technical crew heads, Outreach Coordinator

# **IV. PREFERRED POSITION QUALIFICATIONS:**

# Working towards or holding BA/BS in Theatre Arts, Education or related field

* Demonstrated costume design or construction ability
* Basic sewing skills
* Some knowledge of theatrical style, fabrics and historical periods
* Strong oral communication skills
* Background in or appreciation of theatre
* Demonstrated ability to work with volunteers
* Demonstrated organizational skills

# **PERFORMANCE RESPONSIBILITIES AND SAMPLE TASKS**

* Assist with costume designs for ECCT productions
* Coordinate the costume running crew for productions
* Help supervise community volunteers involved in construction of costumes
* Assist with promotional events and fundraisers requiring costuming
* Assist with the checking in and out of rental costumes
* Other duties as assigned

## HOW TO APPLY

Submit cover letter and current resume to ECCT by email at [info@ecct.org](mailto:info@ecct.org) or by mail or in person at 1814 Oxford Ave. Eau Claire WI 54703. Application deadline is August 29. Questions regarding this position may be directed to Executive Director Wayne Marek at (715) 839-8877.

# **EAU CLAIRE CHILDREN’S THEATRE, INC.**

# **POSITION TITLE: TECHNICAL ASSISTANT INTERN**

# **I. POSITION OBJECTIVES:** To provide technical assistance to the Scenic Coordinator, Scenic Artist and/or Lighting and Sound Designer for ECCT productions

# **II. POSITION CHARACTERISTICS:**

# Recruited by: Executive Director

# Stipend: $600 per semester

# 

# Schedule: Flexible schedule- days, nights or weekends

# Fifteen hours per week for 14 weeks

September 8-December 12, 2014

# **III. POSITION RELATIONSHIPS:**

# Reports to: Scenic Coordinator

# Supervises: Community volunteers

# Coordinates with: Lead Artist, Scenic Coordinator, Lighting and Sound Designer

# **IV. PREFERRED POSITION QUALIFICATIONS:**

* Working towards or holding BA/BS in Theatre Arts, Education or related field
* Demonstrated scenic construction or artistic ability
* Knowledge of theatrical style, conventions and terminology
* Knowledge of stage lighting and sound
* Strong oral communication skills
* Background in or appreciation of theatre
* Demonstrated ability to work with volunteers
* Strong organizational skills
* Ability to work with minimal supervision

# **PERFORMANCE RESPONSIBILITIES AND SAMPLE TASKS**

* Prepare projects in advance for community volunteers per written instructions from Scenic Coordinator and/or Lead Artist
* Assist with lighting and sound projects based on skill level
* Assist with the completion of scenic requirements for ECCT shows
* Opportunities for design projects based on skill level
* Design and implement scenic elements for assigned projects
* Other duties as assigned

## HOW TO APPLY

Submit cover letter and current resume to ECCT by email at [info@ecct.org](mailto:info@ecct.org) or by mail or in person at 1814 Oxford Ave. Eau Claire WI 54703. Application deadline is August 29. Questions regarding this position may be directed to Executive Director Wayne Marek at (715) 839-8877.

# **EAU CLAIRE CHILDREN’S THEATRE, INC.**

# **POSITION TITLE: MARKETING INTERN**

# **I. POSITION OBJECTIVES:** To provide creative marketing assistance to the ECCT staff in promoting ECCT shows and events

# **II. POSITION CHARACTERISTICS:**

# Recruited by: Executive Director

# Stipend: $600 per semester

# Schedule: Flexible schedule- days, nights or weekends

# Fifteen hours per week for 14 weeks

September 8-December 12, 2014

# **III. POSITION RELATIONSHIPS:**

# Reports to: Executive Director

# Supervises: Community volunteers

# Coordinates with: Outreach Coordinator, Promotions Coordinator

# **IV. PREFERRED POSITION QUALIFICATIONS:**

# Working towards or holding BA/BS in Marketing, Public Relations, Business, Theatre Arts, Education or related field

* Demonstrated marketing ability
* Basic computer skills; knowledge of graphic design programs helpful
* Strong oral and written communication skills
* Background in or appreciation of theatre
* Demonstrated ability to work with volunteers
* Demonstrated organizational skills
* Flexibility and creativity are important

# **PERFORMANCE RESPONSIBILITIES AND SAMPLE TASKS**

* Assist with implementing ECCT marketing plan
* Coordinate community outreach booths
* Help supervise community volunteers assisting with marketing projects
* Assist with all promotional events and fundraisers
* Design flyers, posters and coordinate distribution
* Other duties as assigned

## HOW TO APPLY

Submit cover letter and current resume to ECCT by email at [info@ecct.org](mailto:info@ecct.org) or by mail or in person at 1814 Oxford Avenue Eau Claire WI 54703. Application deadline is Friday, August 29. Questions regarding this position may be directed to Executive Director Wayne Marek at (715) 839-8877.

# **EAU CLAIRE CHILDREN’S THEATRE, INC.**

# **POSITION TITLE: HOUSE MANAGEMENT INTERN**

# **I. POSITION OBJECTIVES:** To provide quality house management services during ECCT productions

# **II. POSITION CHARACTERISTICS:**

# Recruited by: Executive Director

# Stipend: $600 per semester

# Schedule: 15 hrs/week for 14 weeks; nights and weekends based on

# ECCT production schedule

# September 8- December 12, 2014

# **III. POSITION RELATIONSHIPS:**

# Reports to: Executive Director

# Supervises: Community volunteers

# Coordinates with: Administrative Assistant, Outreach Coordinator

# **IV. PREFERRED POSITION QUALIFICATIONS:**

* Pursuing a degree in Theatre, Marketing, Event Planning, Non-Profit Management, Sales, Public Relations or related degree

# Working towards or holding BA/BS in Theatre Arts, Public Relation, Sales, Education or related field

* Demonstrated customer service skills
* Strong oral communication skills
* Background in or appreciation of theatre
* Demonstrated ability to work with volunteers
* Demonstrated organizational skills
* Ability to work with minimal supervision

# **PERFORMANCE RESPONSIBILITIES AND SAMPLE TASKS**

* Manage box office volunteers
* Coordinate and train volunteer ushers
* Manage beverage sales and concessions and those volunteers
* Represent ECCT to the public
* Maintain the safety and integrity of the patrons and facility during performances
* Respond to emergencies as the person in charge during performances
* Maintain inventory of concessions, beverages and souvenirs
* Assist with pre-show events and value added activities
* Create lobby displays, picture boards and other promotional pieces for the lobby as needed
* Other duties as assigned

## HOW TO APPLY

Submit cover letter and current resume to ECCT by email at [info@ecct.org](mailto:info@ecct.org) or by mail or in person at 1814 Oxford Ave. Eau Claire WI 54703. Application deadline is Friday, August 29, 2014; position starts September 8. Questions regarding this position may be directed to Executive Director Wayne Marek at (715) 839-8877.