



## Summer 2024 HPAC Intern Job Description

All HPAC internships share the same basic expectations. At a minimum, applicants must:

- Be eighteen years of age or older
- Possess the knowledge and skills required to work successfully in a community theater.
- Be socially mature and self-confident.
- Be able to take direction and feedback well.
- Be able to digest new information quickly and apply it productively.
- Be consistent and dependable in their work habits.
- Have good communication skills.
- Enjoy speaking with the public and representing the theater at events
- Enjoy multi-tasking and creative problem-solving.
- Work comfortably and effectively in a highly collaborative environment. A basic knowledge of computing is essential; HPAC uses a wide assortment of computer equipment and software.
- Background check required.

**Dates:** May 20 - August 19 (Negotiable based on schedule)

**Compensation:** \$1,500 Stipend

### **Activities:**

Acting House Manager for all summer productions including Enrichment Programs-  
Seussical, June 3-9

The Wizard of Oz, June 17-23

Footloose, July 1-5, 8-14, 18-21

College/Alumni show – TBD

Improv Nights – June 15, July 27, August 10

Help set up for summer classes.

Represent the theater at community events, i.e. Freedom Fest, Art festivals, farmers markets.

Fulfilling production technical duties during performances as assigned and trained.

Assist with production and administrative duties as requested. Examples include filling in for SM/ASM, acquiring and handling costumes and props, painting, cleaning.

Assist Executive Director & HPAC Board members with duties as requested. Examples include answering emails, returning phone calls, running errands, creating documents and forms, organizing and cleaning.

**Time Commitment:** Varies weekly, approximately 20 hours per week, mostly weekend and evenings. Flexibility will be offered during non-production periods.

**Mentor:** Angela Pasquini, HPAC Executive Director

**If interested, fill out this form and we will be in touch to schedule an interview:**

<https://forms.gle/gQMK1EF6v6he5w527>

Questions? Send us an email at [hpactn@gmail.com](mailto:hpactn@gmail.com)

