Summer Independent Internship Description

**Internship Title:** Dramaturg

**Reports to:** Summer Independent Production Manager

**Supervisor:** KIDSTAGE Production Manager

**Position Overview:**
The Dramaturg is responsible for providing research and support to production staff. In this capacity, he/she works with the entire production team to present a production that accurately represents the history, themes, topics, and content of the production. The Dramaturg is tasked to research the production to its fullest extent (the structure, the themes, the history, etc.) and the context surrounding its creation, then share that information with all show participants (production team, cast, and crew) whenever and however it is useful. They will connect the themes or topics present within the script to current-day social and political topics—which includes connecting with local organizations that specialize in said subjects—and present those topics to the cast and team.

The Dramaturg also works to enrich the audience by developing supplemental materials to enhance the audience’s experience of the production, including lobby display and a dramaturgical program note.

**Principal Duties and Responsibilities:**

- Work with all departments through active listening, problem solving, and guidance as needed to develop the show’s artistic vision.
- Work with the show Production Manager and Stage Manager to present relevant show research to the cast and short presentations regarding show social issues and themes.
- Advocate for the appropriate representation of cultures and social topics to the best of their ability.
- Attend all production meetings, and specific rehearsals as requested.
- Check email on a regular and consistent basis, and respond to emails in a timely manner.
- Set an example of professional behavior in rehearsal and in performance that teaches harmonious relationships and teamwork, centered on the purpose of creating a successful production.
- Coordinate with the KIDSTAGE Production Manager and Summer Independent Production Manager on creation of lobby display and dramaturgical note for show program.
- Always demonstrate professional behavior and respect for others.
- Report all incidents and emergencies to KIDSTAGE staff.
- Communicate and enforce KIDSTAGE Expectations of Behavior.

**Project Tasks Include:**

- Creation and implementation of the lobby display with show-relevant materials and resources.
- Creation of a dramaturgical note for the program, detailing historical and/or social and societal topics to give the audience a greater understanding and context of the world and themes present within the production.
- Connect with local organizations and charities that focus on topics present in the show world, and work to present the organizations to the cast and team.
  - Organize at least one (1) volunteer opportunity for cast and team at a local organization that focuses on show-related topics.
• Create and maintain a dramaturgical book that lives in the rehearsal room
  o Dramaturgy book should contain (but is not exclusive to):
    ▪ Definitions of unfamiliar words in the script
    ▪ Historical context of the show
    ▪ Source material references and other related content
    ▪ Images from the time, including fashion, architecture, household items, artwork
    ▪ News articles from creators of the script and score
• Research and distribute other materials and information related to understanding the script and production, as requested by the directing and design team

**Education and/or Equivalent Experience Preferred:**

• Pursuit or intent to pursue an undergraduate degree in dramaturgy, directing, history, or related field
• Experience with dramaturgy or historical research a plus

**Other Skills, Ability and/or Knowledge:**

• Strong passion for research and history
• Strong public speaking and presentation skills
• Proficient in programs including but not limited to Excel, PowerPoint Word, and Dropbox
• Ability to manage shifting and competing priorities and flexibility in projects and schedules as needed
• Attention to detail
• Exercise good judgment and discretion
• Ability to execute projects efficiently and according to schedule,
• Strong organizational skills
• High degree of interpretive, interpersonal and communication skills and the ability to work in a “team” environment
• Ability to instruct, motivate, and collaborate with the entire production staff in order to produce products that fulfill the artistic and practical needs of each production
• Ability to work independently and to maintain a positive work atmosphere
• Work schedule varies and includes evening and weekend hours
• Calm and professional demeanor, sense of humor encouraged

**Supervisory Responsibilities:**

• N/A

**Supervisor**

Signature: ___________________________ Date: ______________

**Intern**

Signature: ___________________________ Date: ______________

*Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.*