

2012 Internship Application Form

Last Name First Name M.I.

College/University

Degree Pursued Expected Graduation Date

School contact information:

Address Apt.

City State Zip

Cell Phone

E-mail

Age

Permanent contact information:

Address Apt.

City State Zip

Phone

E-mail

Birth date

If you attend school outside the Pittsburgh area, will you be in Pittsburgh during the Spring and available for an interview?

☐ YES ☐ NO If Yes, when? _____

If No, do you have access to Skype? ☐ YES* ☐ NO *Skype Name: _____

What dates are you available to intern? _____
Day, Month - Day, Month

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

Would you need housing while working in Pittsburgh? ☐ 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 | |

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



PITTSBURGH CLO EDUCATION PROGRAMS
Pittsburgh CLO Academy · Creative Vision
Gallery of Heroes · The Gene Kelly Awards
Mini Stars · Internships · New Horizons
National High School Musical Theater Awards

NOTE: All materials must be submitted simultaneously

Mail all required materials to:
Internship Program
Pittsburgh CLO Academy
130 CLO Academy Way
Pittsburgh, PA 15222

Phone: 412-281-2234, ext 101 • Fax: 412-281-2232
Email: mcerchiaro@pittsburghclo.org



2012 INTERNSHIP PROGRAM



Photos by Matt Polk

"I was able to do hands-on work with real professionals in the musical theater industry, while making connections and even fantastic friends along the way."

- 2011 CLO Intern

Be part of Pittsburgh CLO's Summer Season as a Summer 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 Internships are unpaid, however, interns are provided with a \$100 stipend per contracted work week to help offset expenses. Participation in the CLO Internship Program may result in college credits (check with your advisor) and has influenced many to pursue their interest professionally.

Start and end dates for internships vary by position:

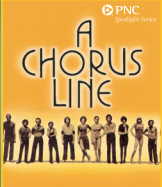
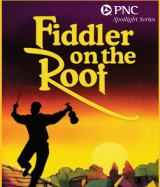
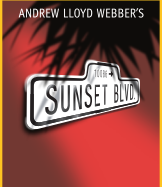
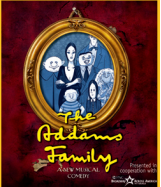
<u>Administrative</u>	<u>Production</u>	<u>Education</u>
Early May – Mid August	Late May – July	Mid June – Mid August

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.

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

Interviews will be in February and March 2012.

2012 PITTSBURGH CLO SUMMER SEASON

 June 5-10	 June 15-24	 June 29 - July 8	 July 13-22	 July 24-29	 July 31 - Aug 5
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About the 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, the National High School Musical Theater Awards, and the CLO Cabaret.

"The people I met, and the opportunities that I was given, helped me to grow both in my organizational and theatrical career fields."

- 2011 CLO Intern

Choose the internship that best fits your talents and goals

CABARET THEATER

Works closely with PR/Marketing Manager and Group Sales Department to market and promote the current and upcoming shows at the CLO Cabaret through a variety of self-designed outreach programs and social media. Duties may also include assisting the General Manager and production team during rehearsals for the upcoming show.

CHOREOGRAPHY

Assist multiple Choreographers with creating and implementing choreography for the shows. Responsibilities include taking notes, learning dances and assisting in the development of each production.

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 note taking during tech and opening nights.

DEVELOPMENT

Manages complimentary outreach ticket programs, Kelly Circle and "A" in Arts; coordinates weekly donor benefit mailings; assists with Development projects and events, such as donor luncheons and the Donor Dress Rehearsal; provides support to the Development Office.

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 website, including cast information, production photos, video clips and more. Assists with graphic emails and design projects.

HAIR DESIGN

Assists in setting wigs, shopping and helps in tracking wigs during performances. Helps in organizing show wigs (labeling wigs and wig blocks). Helps in wig fittings; cleaning of facial hair, washing, conditioning and steaming of wigs.

LIGHTING DESIGN

Assists Lighting Designers with creation of complete lighting design for the Summer Season. This is strictly a design staff internship, and no work as a stage electrician will be required. A working knowledge of computerized lighting consoles is recommended.

MUSIC

Assists Musical Director and Arranger. Transcribes, transposes and copies music, preparing the orchestra parts for each production. Working knowledge of Finale is helpful.

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 show stories. Assists with a variety of PR activities including interviews, promotional events, displays, themes and decorations for cast parties, opening night gifts, welcome baskets and a variety of administrative tasks including social media and website management.

SOUND DESIGN

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

STAGE DIRECTION

Assists multiple Directors with development of each production from the ground up. Interns will be responsible for prompting during rehearsals, taking director's notes and assist in creation of each production from first rehearsal thru opening nights.

STAGE MANAGEMENT

Assisting Stage Managers in running rehearsals and all performances. Interns will be asked to develop run sheets, track costume changes, and supervise crew during performances.

VIDEO PRODUCTION

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

For more information, visit
pittsburghCLO.org