



PANGEA

WORLD THEATER

Pangea World Theater illuminates the human condition, celebrates cultural differences, and promotes human rights by creating and presenting international, multi-disciplinary theater.

Areas of interest:

An intern at Pangea is encouraged to learn and pursue her/his own interests. Based on their passions, they can work in one or more areas of interest at Pangea listed below:

Non-Western Theater and Dance

- Theater Management and Administration
- Theater Production
- Non-Western Theater Archive
- Dance and Movement – Physicality in Theater
- Tech Theater

Social Justice through the Arts

- Education
- Community Based Art Projects

Community Building / Connectivity

- Marketing /PR
- Media and Design

A. Non-Western Theater and Dance Internships

Pangea offers a theater that embraces and promotes diversity. This is reflected in Pangea's choices, in all aspects of programming as well as in the team, the collaborators and the audience. The internship posts in this area are:

➤ **THEATER MANAGEMENT & ADMINISTRATION**

Work closely with the three Directors (Executive/Literary, Artistic and Development) in the office to gain overall experience in preparing artists' contracts, arranging accommodation, ground transportation, program notes, publicity materials, and hospitality. Assist with budget applications and reports, grants management and fundraising. Other duties include typing, filing, answering telephones, and special projects.

Best for: Theater Arts students who are interested in the Administrative aspect of Theater. It could also be for students looking to gain office work experience and improve related skills.

➤ **PRODUCTION**

Designed to offer an overall experience in the Production area of Pangea World Theater. Assist PWT's Production Staff and Stage Manager on a number of projects throughout the year.

- Duties range from clerical work to stage and production management during residencies, assisting in the arrangement and organization of visual, video and audio archives; filing documents, answering the phone and typing.
- Liaison to Artists: Communicate directly with artists concerning logistics of their visit including technical needs for the performances, hotel arrangements, ground transportation, program notes and publicity materials. Will identify backstage needs, draft artists' itineraries, and distribute necessary information to respective PWT staff and collaborators.
- Production: Identify technical needs of guest artists. Work with production services on technical schedules and any rentals needed for the shows.

- **Photographs/Video:** They will assist in maintaining the photographs, slide and video archive of PWT in terms of ordering, organizing, categorizing and maintaining visual records.

Best for: Students who are interested in the Production aspect of Theater, namely Direction, Stage Managing, Casting, Performance Techniques, etc. Students of Psychology, Sociology, Anthropology, Cultural Studies and other fields could find this internship interesting for observing the dynamics of Pangea World Theater in action.

➤ **DANCE AND MOVEMENT**

Pangea supports and promotes physical theater in their productions, trainings and creative processes. In collaboration with the Artistic Director and visiting artists, interns could learn and offer fresh physical concepts or work collaboratively with the education area to diversify actors'/their own training. This internship consists in exploring movement techniques with the assistance of the Artistic Director/Actors/Guest Artists during productions or seasonal trainings.

Best for: Students with a background in dance and performance

➤ **TECH THEATER**

Students with an interest in the technical aspects of theater production can assist/learn from Pangea and the technicians that they collaborate with. Special Projects as assigned.

Best for: Students trained in lighting/set/costume design, etc.

B. Social Justice through the Arts Internships

The commitment to social change, justice and equality are what makes Pangea World Theater stand out. PWT has built over time some incredible connections with individuals and organizations concerned in some way with Social Justice and Human Rights - Advocates for Human Rights, The Women's Task Force, Main Street Project, HECUA, etc.

➤ EDUCATION

An internship in this area entails working closely with the Community Outreach Coordinator in:

- Establishing links with high schools and colleges/universities in the TC – contact lists, databases, communication by email, phone or other.
- Assisting in the set up and up-keeping of a mentorship program/leadership training
- Helping in all areas of Marketing and PR that target students and younger audiences
- Researching and suggesting ways in which PWT could collaborate with educational institutions – taking past collaborations as examples

Best for: Students who see the importance of education as a tool for fighting injustice. It could be appealing to students in the field of Educational Psychology, Education, Social Work and other fields.

➤ COMMUNITY BASED ART PROJECTS

Pangea is in the midst of multi-year initiative focusing on placemaking and placekeeping through the arts called *Lake Street Arts!*. The intern in this field will work with Pangea staff, collaborating staff and artists and with community members in an organizational and creative capacity.

Best for: Students who want to work directly with the community

C. Community Building / Connectivity

Interns in this field will help Pangea stay up to date with media, technology, marketing strategy, education, and networking advances.

➤ **MARKETING / PR INTERN**

Will work closely with Publicity Director and Executive Director. Assist in the area of Design and Publicity by publicizing the range of PWT events, from performances to educational events. Designed to offer an overall experience in the publicity area of Pangea World Theater covering the following areas:

- **GENERAL ARTS ADMINISTRATION:** Purchase orders, print contracts, memos, timelines and deadlines, office work.
- **RADIO PUBLICITY:** Coordinate outreach to local D.J.'s, and scheduling of radio interviews.
- **PRINT MEDIA:** Complete press packets, complete press release mailings and follow-up calls to local news media, maintain a print media file of any print coverage of Pangea World Theater events, outreach to reporters and art editors, set up interviews with local media.
- **OUTREACH/MARKETING TASKS:** Postering, table tents, distribution of flyers, general mailings, creating and updating databases and contact sheets, keep Facebook group/PANLAB blog/YouTube account and website up to date.
- **BUILD CONNECTIONS:** Reach out to student audiences – appealing subsidized student tickets summer institute, mentorship program, leadership training, promote pre/post show discussions and boost its effectiveness by recording for educational purposes

➤ **MEDIA AND DESIGN**

An intern in this area would design pamphlets, postcards, posters, program covers, web sites, etc. for PWT events and shows. Special projects to be assigned.

Experience/Skills preferred:

- Experience working on Macs
- **Print:** Experience with Pdf Creator, Photoshop; **Skills:** basic photo editing (resizing, optimizing), basic photo retouching (light, grain), layouts, pre-print,

advanced photo retouching/manipulation is a plus

- Web: knowledge of HMTL & CSS
 - Video: formats, iMovie, Final Cut preferred; Skills: editing, adding sound, adding subtitles
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Internship Information

- 8 to 20 hours per week
- All Positions are unpaid.
- Contact:

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The Internship Application is available at

http://pangeaworldtheater.org/downloads/internship_form.pdf