



Production Assistant Internships

Childsplay is seeking four Production Assistants to support the four plays under development in Write Now 2017. The Production Assistant is responsible for the following duties:

- Attending all scheduled rehearsals for team and the final reading
- Time keeping for rehearsals
- Keeping close contact with actors and team
- Making copies of daily revisions of scripts for team members /actors
- Setting up prior to and cleaning up after each rehearsal and final reading
- Keeping actors and the PSM informed of any changes in rehearsals
- Collecting all paperwork on first day of rehearsals
- Making sure all team concerns are reported back to Write Now leadership
- Brief written report after every rehearsal.
- Reading of stage directions as needed
- Other duties as needed

Production Assistants:

- Must be available March 9-18, 2017 for rehearsals and readings
- Are invited to attend the entire conference (March 16 – 19, 2017)
- Receive a \$100 stipend for the week.

For detailed information or to apply for this internship, please send a resume and a cover letter stating your relevant experience and specific interests in this position to Rachel Solis at Production@childsplayaz.org by Friday, February 12, 2017.

For more information about Write Now, visit writenow.co

Childsplay is an equal opportunity employer committed to nondiscrimination hiring practices that support underrepresented artists. We encourage candidates from a diversity of races, ethnicities, genders, sexual orientations, abilities and religious affiliations to apply.