

Cortland Repertory Theatre is accepting resumes for our **Costume Shop Intern** position for our 2024 summer season. CRT is a professional theater located in upstate New York, a half hour south of Syracuse, on the edge of the Fingerlakes Region.

Our 2024 summer season will run from May 20 - August 17. Shows include My Fair Lady, Last Romance, Escape to Margaritaville, Wait until Dark, and Beauty and the Beast. Plus a few other special events throughout the season.

The theatre is an intimate (30ft x 30ft, with 10ft proscenium height) 250 seat, three-quarter round thrust stage, located on the second floor of a national historic building. Costume shop is located 20 minutes from theatre.

A weekly stipend of \$250 is provided. Travel expenses to Cortland are reimbursed up to \$100. Housing is provided in single room/shared suite. We work 6 days a week; payday is Thursday of each week.

Please submit resume with cover letter and at least three references with phone numbers and email addresses to production@cortlandrep.org. Please include the position you are applying for in the subject line of the email. If possible, PDF versions of your resumes and cover letter are preferred. Interviews will take place via phone. **NO PHONE CALLS**, please.

At Cortland Repertory Theatre (CRT), a diverse, inclusive, and equitable organization is one where all employees and volunteers feel valued and respected whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, or disability. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all our productions, departments, programs, and volunteer opportunities. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard. We are committed to maintaining an inclusive environment with equitable treatment for all. We are further committed to considering applicants who are well-rounded but do not fulfill every qualification.

The Costume Shop Intern shall:

- Participate in construction of all costume plots under the direction of the Designers and Wardrobe Supervisor to assure execution of all production requirements in cooperation with directors(s) for all productions;
- Assist in the repair of above mentioned materials during run of current production;
- Take part in the running of mainstage shows and children's shows, when required;
- Participate in all load-ins and strikes.

Requirements:

- Knowledge and skill in costume construction and modification techniques.
- Excellent personnel, organizational, time management and communication skills.
- Driver's license with clean driving record. Own car desirable.
- No pets.

Cortland Repertory Theatre is accepting resumes for **Lighting Design** positions for our 2024 summer season. CRT is a professional theater located in upstate New York, a half hour south of Syracuse, on the edge of the Fingerlakes Region.

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The theatre is an intimate (30ft x 30ft, with 10ft proscenium height) 250 seat, three-quarter round thrust stage, located on the second floor of a national historic building. We have 48 ETC L-86 dimmer packs (4 racks of 12 dimmers), plus 16 Elation DP-DMX20L Portable dimmer packs (4 racks of 4 dimmers). We operate with an ETC Ion Xe console, and have a good inventory of instruments, scrollers, and LED cyc lights. Our theatre contains a dead-hung grid and no fly system.

Designers are hired as Independent Contractors. Salary of \$1,600 per design is offered. Travel expenses to Cortland are reimbursed up to \$100. Housing is provided in single room/shared suite. We work 6 days a week; payday is Thursday of each week.

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The Lighting Designer is responsible for:

- Creation of all lighting designs for assigned productions;
- Working closely with the Guest Director, Costume Designer, Scenic Designer, and Technical Director for the creation of a consistent overall vision of the production(s);
- Working with and seeking input from the Head Electrician, as necessary;
- Programming ETC Ion Xe console for all assigned productions;
- Provide advisory support and mentoring capabilities to the CRT Intern program;
- Understanding that there may be times when called upon to assist the Head Electrician in hanging, focusing, cleaning, repair, borrowing, renting and return of all equipment, if necessary;
- Supervision of departmental budgets with Head Electrician;
- Personally participate in all load-ins and strikes.

Requirements:

- Mastery of lighting design, plot construction, and modification techniques.
- Established track record in executing director's needs through design, construction, and creativity involved in lighting design.
- Minimal 2 - 3 years' experience in lighting design and/or training.
- Prepare all necessary working drawings. Proficiency in CAD / Vectorworks required.
- Excellent personnel, organizational, time management and communication skills.
- Attend all production meetings.
- Proven ability to motivate, manage and coordinate staff members of varying skill levels.
- Well-established skills in handling budgets and scheduling.
- Driver's license with own car desirable.
- No pets.

Cortland Repertory Theatre is accepting resumes for our **Head Electrician** position for our 2024 summer season. CRT is a professional theater located in upstate New York, a half hour south of Syracuse, on the edge of the Fingerlakes Region.

Our 2024 summer season will run from May 20 - August 17. Shows include My Fair Lady, Last Romance, Escape to Margaritaville, Wait until Dark, and Beauty and the Beast. Plus a few other special events throughout the season.

The theatre is an intimate (30ft x 30ft, with 10ft proscenium height) 250 seat, three-quarter round thrust stage, located on the second floor of a national historic building. We have 48 ETC L-86 dimmer packs (4 racks of 12 dimmers), plus 16 Elation DP-DMX20L Portable dimmer packs (4 racks of 4 dimmers). We operate with an ETC Ion Xe console, and have a good inventory of instruments, scrollers, and LED cyc lights. Our theatre contains a dead-hung grid and no fly system.

Salary is \$650 a week. Travel expenses to Cortland are reimbursed up to \$100. Housing is provided in single room/shared suite. We work 6 days a week; payday is Thursday of each week.

Please submit resume with cover letter and at least three references with phone numbers and email addresses to production@cortlandrep.org. Please include the position you are applying for in the subject line of the email. If possible, PDF versions of your resumes and cover letter are preferred. Interviews will take place via phone. NO PHONE CALLS, please.

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The Head Electrician is responsible for:

- Ordering supplies, organization of shop and lighting booth and maintenance of equipment during season for all productions;
- All cabling, hanging and focusing of lights, nightly dimmer checks and troubleshooting;
- Operating the light board for all performances;
- Supervision of departmental budgets;
- Coordination of schedules with Technical Director and Production Manager of load-ins and strikes;
- Serve as instructor to intern company, to teach the basics of lighting in order to obtain their assistance in changovers;
- Constructing/Designing practicals, as necessary.
- Personally participate in all load-ins and strikes.
- Help oversee the safety and well-being of all employees.

Requirements:

- Excellent understanding of lighting design, plot construction, and modification techniques.
- At least 2 years' experience in professional work or the college equivalent.
- Knowledge of ETC equipment and programming of ETC Ion Xe (EOS Software).
- Knowledge of Vectorworks and/or CAD skills preferred.
- Must be comfortable on a ladder, and able to lift at least 50 lbs.
- Excellent personal, organizational, time management and communication skills.
- Ability to motivate, manage and coordinate staff members of varying skill levels.
- Well-established skills in handling budgets and scheduling.
- Attend production meetings
- Must have driver's license and clean driving record.
- Personal car REQUIRED.
- Summer Stock experience preferred
- No pets.

Cortland Repertory Theatre is accepting resumes for our **Sound / Lighting Intern** position for our 2024 summer season. CRT is a professional theater located in upstate New York, a half hour south of Syracuse, on the edge of the Fingerlakes Region.

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The theatre is an intimate (30ft x 30ft, with 10ft proscenium height) 250 seat, three-quarter round thrust stage, located on the second floor of a national historic building. We have 48 ETC L-86 dimmer packs (4 racks of 12 dimmers), plus 12 Elation DP-DMX20L Portable dimmer packs (3 racks of 4 dimmers). We operate with an ETC Express 250 console, and have a good inventory of instruments, scrollers, and cyc lights. Our theatre contains a dead-hung grid. For sound, we have a Behringer x32 console with a variety of speakers and mics from various manufacturers. All sound playback is via Qlab.

A weekly stipend of \$250 is provided. Travel expenses to Cortland are reimbursed up to \$100. Housing is provided in single room/shared suite. We work 6 days a week; payday is Thursday of each week.

Please submit resume with cover letter and at least three references with phone numbers and email addresses to production@cortlandrep.org. Please include the position you are applying for in the subject line of the email. If possible, PDF versions of your resumes and cover letter are preferred. Interviews will take place via phone. NO PHONE CALLS, please.

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The Sound/Lighting Intern shall:

- Assist in the design construction of all sound arrangements for assigned productions;
- Assist in the placement of speakers, monitors, etc, of the sound system per show;
- Assist in cabling, hanging and focusing of lights, nightly dimmer check and troubleshooting;
- Operate the sound board and/or light board at select performances, mixing live band and vocals, during musicals and run Q-Lab and the sound board for straight plays (musicals if necessary);
- Assist in the equalizing the sound system before the opening of each production;
- Assist in the teaching of actors/crew members for assembling and running of equipment and microphones for performances;
- Assist in trouble-shooting, maintenance and upgrades of all sound equipment, including body and hand held microphones, speakers, monitors, cables and sound mixing boards;
- Assist in the recording of any voice-overs;
- Assist in the set-up and maintenance of both the Audience Assisted Listening Devices and Stage Management headset systems;
- Assist in the ordering of supplies and the maintenance of the shop, stage and Pavilion Theatre, including the theatre house and dressing rooms as/if they are affected by cabling or monitor/speaker system of the sound department only;
- Personally participate in all load-ins and strikes

Requirements:

- 1-2 years of experience with sound and lighting equipment, design, and modification.
- Excellent personnel, organizational, time management and communication skills.
- Be an energetic, motivated, supportive, hard working and cooperative team member.
- Driver's license with excellent record required. Own car desirable.
- No pets.

Cortland Repertory Theatre is accepting resumes for our **Properties Designer** position for our 2024 summer season. CRT is a professional theater located in upstate New York, a half hour south of Syracuse, on the edge of the Fingerlakes Region.

Our 2024 summer season will run from May 20 - August 17. Shows include My Fair Lady, Last Romance, Escape to Margaritaville, Wait until Dark, and Beauty and the Beast. Plus a few other special events throughout the season.

The theatre is an intimate (30ft x 30ft, with 10ft proscenium height) 250 seat, three-quarter round thrust stage, located on the second floor of a national historic building. Because of the intimate nature of our theatre, designs are required to be very specific and detailed. Props/Scenic construction shop is located 20 minutes from theatre. The props department is comprised of three people: the designer, an artisan and an intern. We have a large stock of furniture, hand props, soft goods and tools.

Salary is \$750 per week. Travel expenses to Cortland are reimbursed up to \$100. Housing is provided in single room/shared suite. We work 6 days a week; payday is Thursday of each week.

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Responsibilities:

- Construction, fabrication and acquisition of all props (furniture, set dressing, hand props, perishables, etc.) for all shows.
- Working closely with the Guest Director, Costume Designer, Scenic Designer and Technical Director for the creation of a consistent overall vision of the production(s);
- Work with Production Manager, Technical Director and Scenic Designer to ensure that all shows are completed on schedule and on budget.
- Serve as instructor and mentor to Properties Intern.
- Attend all scheduled production meetings.
- Communicate with other production departments, directors, designers, stage managers, and other guest artists to ensure the safe and effective implementation of all prop elements.
- Coordinate with stage management and directors for schedule of rehearsal props.
- Schedule and supervise pre-set, running, maintenance and repair of props for all performances.
- Maintenance of props construction and storage areas.
- Order all necessary materials and supplies.
- Help oversee the safety and well-being of all employees.

Requirements:

- Mastery of props construction, modification, and fabrication techniques.
- Established track record in executing designers' and directors' props list through construction, shopping, renting and/or borrowing.
- Prefer 2 - 3 years experience in props construction, design, and management or equivalent.
- Excellent personnel, organizational, time management and communication skills.
- Proven ability to motivate, manage and coordinate staff members of varying skill levels.
- Well-established skills in handling budgets and scheduling.
- Some background in scenic design or scenic art preferred.
- Must have access to own car, with excellent record required.
- No pets.

Cortland Repertory Theatre is accepting resumes for our **Properties Artisan** position for our 2024 summer season. CRT is a professional theater located in upstate New York, a half hour south of Syracuse, on the edge of the Fingerlakes Region.

Our 2024 summer season will run from May 20 - August 17. Shows include My Fair Lady, Last Romance, Escape to Margaritaville, Wait until Dark, and Beauty and the Beast. Plus a few other special events throughout the season.

The theatre is an intimate (30ft x 30ft, with 10ft proscenium height) 250 seat, three-quarter round thrust stage, located on the second floor of a national historic building. Props/Scenic construction shop is located 20 minutes from theatre. The props department is comprised of three people: the designer, an artisan and an intern. We have a large stock of furniture, hand props, soft goods and tools.

Salary is \$650 a week. Travel expenses to Cortland are reimbursed up to \$100. Housing is provided in single room/shared suite. We work 6 days a week; payday is Thursday of each week.

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Responsibilities:

- Assist Props Designer in the construction, fabrication, and acquisition of all props (furniture, set dressing, hand props, perishables, etc.) for all shows.
- Particularly seeking someone with soft goods/upholstery knowledge and experience.
- Work with Designer to ensure that all shows are completed on schedule and on budget.
- Serve as an instructor and mentor to Properties Shop Intern.
- Communicate with other production departments and designers to ensure the safe and effective implementation of all prop elements.
- Assist in the supervision of pre-set, running, maintenance and repair of props for all performances.
- Assist in the maintenance of props construction and storage areas.
- Assist overseeing the safety and well-being of all.

Requirements:

- Knowledge and interest of props construction, modification, and fabrication techniques.
- Knowledge of executing designer's needs through construction, shopping, renting and/or borrowing.
- Ability to motivate self and others.
- Prefer 2+ years experience in props construction on a college or professional level.
- Excellent personnel, organizational, time management and communication skills.
- Some background in scenic design or scenic art preferred.
- Driver's license with excellent record required. Own car desirable.
- No pets.

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The theatre is an intimate (30ft x 30ft, with 10ft proscenium height) 250 seat, three-quarter round thrust stage, located on the second floor of a national historic building. Props/Scenic construction shop is located 20 minutes from theatre. The props department is comprised of three people: the designer, an artisan and an intern. We have a large stock of furniture, hand props, soft goods and tools.

A weekly stipend of \$250 is provided. Travel expenses to Cortland are reimbursed up to \$100. Housing is provided in single room/shared suite. We work 6 days a week; payday is Thursday of each week.

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Responsibilities:

- Assist Props Designer and Artisan in the construction, fabrication, and acquisition of all props (furniture, set dressing, hand props, perishables, etc.) for all shows.
- Particularly seeking someone with soft goods/upholstery knowledge and experience.
- Work with Designer to ensure that all shows are completed on schedule and on budget.
- Assist in the supervision of pre-set, running, maintenance and repair of props for all performances.
- Assist in the maintenance of props construction and storage areas.
- Assist overseeing the safety and well-being of all.

Requirements:

- Basic knowledge and interest of props construction, modification, and fabrication techniques.
- Basic knowledge of executing designer's needs through construction, shopping, renting and/or borrowing.
- Ability to motivate self and others.
- Previous experience in props construction and design on a college level.
- Excellent personnel, organizational, time management and communication skills.
- Some background in scenic design or scenic art preferred.
- Driver's license with excellent record required. Own car desirable.
- No pets.

Cortland Repertory Theatre is accepting resumes for our **Sound Design** positions for our 2024 summer season. CRT is a professional theater located in upstate New York, a half hour south of Syracuse, on the edge of the Fingerlakes Region.

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Our theatre is an intimate (30' x 30'), 250 seat, three-quarter round thrust stage, located on the second floor of a national historic building. Our console is a Behringer x32 console with the latest firmware update and we use QLab running on a Mac Mini for audio playback. Our sound inventory also includes a variety of mics and speakers, including Shure, Countryman, EV, JBL, Mackie, and TC Helicon, among others.

Designers are hired as Independent Contractors. Salary of \$1,600 per design is offered. Travel expenses to Cortland are reimbursed up to \$100. Housing is provided in single room/shared suite. We work 6 days a week; payday is Thursday of each week.

Please submit resume with cover letter and at least three references with phone numbers and email addresses to production@cortlandrep.org. Please include the position you are applying for in the subject line of the email. If possible, PDF versions of your resumes and cover letter are preferred. Interviews will take place via phone. NO PHONE CALLS, please.

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The Sound Designer is responsible for:

- Design of all sound arrangements/effects for assigned mainstage and/or children's shows, for approval by show director;
- Design the engineering and execution of the sound system, balancing vocals, band, sound effects and other recorded materials;
- Equalizing the sound system before the opening of each production;
- Direction and teaching of crews for running of equipment and microphones for performances;
- Recording of any necessary voice-overs;
- In coordination with the Sound Engineer, supervision of sound department budget;
- Assisting in the maintenance of the shop, stage, and Pavilion Theatre, including the theatre house, and dressing rooms as it applies to the audio department;
- Personally participate in all load-ins and strikes.

Requirements:

- Mastery of sound design, modification and fabrication techniques.
- Established track record in executing director's desires.
- Prefer 3 - 4 years experience in sound design or equivalent.
- Excellent personal, organizational and communication skills.
- Be an energetic, motivated, supportive, hardworking, and cooperative team member.
- Well-established skills in handling budgets and scheduling.
- Driver's license with excellent record required. Own car desirable.
- No pets.

Cortland Repertory Theatre is accepting resumes for our **Sound Engineer** position for our 2024 summer season. CRT is a professional theater located in upstate New York, a half hour south of Syracuse, on the edge of the Fingerlakes Region.

Our 2024 summer season will run from May 20 - August 17. Shows include My Fair Lady, Last Romance, Escape to Margaritaville, Wait until Dark, and Beauty and the Beast. Plus a few other special events throughout the season.

Our theatre is an intimate (30' x 30'), 250 seat, three-quarter round thrust stage, located on the second floor of a national historic building. Our console is a Behringer x32 console with the latest firmware update and we use QLab running on a Mac Mini for audio playback. Our sound inventory also includes a variety of mics and speakers, including Shure, Countryman, EV, JBL, Mackie, and TC Helicon, among others.

A weekly salary of \$650 is provided. Travel expenses to Cortland are reimbursed up to \$100. Housing is provided in single room/shared suite. We work 6 days a week; payday is Thursday of each week.

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The Sound Engineer shall:

- Assist the Sound Designer with sound arrangements, including speaker and mic placement, sound checks, troubleshooting, and calibrating/equalizing the sound system for productions and special events;
- Operate the audio console for performances, mixing live band and vocals during musicals and running QLab and/or the audio console for straight plays and special events;
- Troubleshoot, maintain, and upgrade sound equipment, including body and handheld microphones, audio consoles, power amplifiers, speakers, monitors, and cables;
- Assist in teaching of actors/crew members on the care and troubleshooting of show-specific audio equipment, as necessary per performance;
- Assist in the setup and maintenance of Audience Assisted Listening Devices, show monitors, and ClearCom systems;
- Assist in the maintenance of the shop, stage, and Pavilion Theatre, including the theatre house, and dressing rooms as it applies to the audio department;
- Order all necessary supplies for the sound department;
- Personally participate in all load-ins and strikes

Requirements:

- Experience in live sound engineering, design, and modification, in a performing arts environment;
- Experience mixing on a Behringer x32 console;
- Ability to mix 12-24 wireless microphones and 6-12 piece orchestra.
- Must be comfortable working on a ladder
- Must be able to lift and carry 50 pounds
- Must be comfortable being on your feet for extended periods of time
- Excellent personnel, organizational, time management, and communication skills.
- Be an energetic, motivated, supportive, hard working and cooperative team member.
- Driver's license with excellent record required. Having your own car is required.
- No pets.