



Intern Agreement

Congratulations, you are now a Joy Theatre Intern. Below is a list of responsibilities that are required of all who wear this mantle. The expectations are high, the environment is frenetic, and if the children smell fear they will eat you. So sit back, relax and welcome to the wonderful world of Children's Comedy.

BENEFITS OF BEING A JOY THEATRE INTERN

- You can Learn from the Classes
- You will be a Leader and someone the kids look up to
- You get a free snack during your Intern time
- Janiece will love you
- You get to play games you don't do in your own show
- You get an extra show
- You get paid when Janiece is out of town
- You can use this for college or service hours in high school
- You are learning how to run a theatre and a business before any of your friends will and get to put this on your resume when looking for another job

RESPONSIBILITIES DURING CLASS

You will be nice to the kids.

You will have fun.

You are to be the example of behavior in your seat, no squeaking, talking, squishing of can's, or otherwise acting like one of the students. Stay off your phone unless it's to communicate with the light person during the shows.

You are to be the example when we play games, be able to understand the games, and cuz the kids want to emulate you.

You may be asked to warm-up the kids, so be prepared to explain and lead at least one warm-up so that a 4 year old can understand. WARM UPS SHOULD BE NO LONGER THAN 10 MINUTES AT THE START OF CLASS.

You may be asked to teach a game, but you are not the teacher and will not teach any games. The teacher is to teach all the games and do the job of teacher, not intern. If a director is busy still with a parent, move to another warm up game.

If you notice a child talking, slapping, or lighting anything on fire, you are in charge, please ask them to stop and focus on the lesson. Help the teacher by letting the teacher teach, as you quiet any disturbances, not the teacher.

If they do not listen to you after 3 polite requests to be quiet, please remove them to the lobby and sit with them until they are ready to apologize and go back to class.

If you are in trouble at any moment, grab a director.

You may be asked to learn lights or be the light guy or gal during class.

You are the chief herder after break. You will be responsible for gathering all of the little children and getting them in their seats.

If you see some trash, pick it up. Feel free to tell the kids to pick up their own trash

You may have to find Janiece's Phone and/or keys.

You may have to answer questions about the Joy Theatre. It may help you to be acquainted with our address, or website address, our cross street, and information on classes can be found next to the postcards in the lobby.

Know our rules. Help enforce them. (no touching other kids' things, no swearing, no sandals, etc. SAFETY FIRST!)

You may have to take a child to the bathroom and be willing to help them at any moment.

You may be asked to do the door. ALL TICKETS are \$5. The only people who don't pay \$5 are children 0 – 2 years old, parents and siblings of kids who are members of the theatre, Gold Star Event or Theatre Mania reservation holders, and people who have tickets from raffles or gifts, all of which have the signature of Janiece on them. Carefully fill in the blanks. Familiarize yourself with the door sheet and know what you'll need to ask our guests.

You may have to laugh at the teacher's jokes whether they are funny or not.

You may be dog-piled by massive amounts of little people.

RESPONSIBILITIES DURING THE SHOW

You will have fun! That's an order!

Try to know the games, and be willing to play any you may not know.

You will never win a competition game. You must always sacrifice for the little one's, no matter how many rhymes you have for "Jake".

Backstage you are the **Chief "Shusher"**. Keep the kids gathered in the backstage area, never allow them to talk behind the curtain, and ensure that they **whisper** at all times backstage. Kids forget, so a simple "Shush" or in the case of the little ones, acknowledging their presence is enough to keep them quiet.

You will perform in Group Games or any other game the Directors may need you in. Not only are you there to make the show better, but it is your responsibility to ensure that the kids are performing to their best ability as well.

Face the Audience and gently correct the kids who aren't facing the audience. Just a quick jump in and turning of their shoulders will do the trick.

Stand still if they are in a line, and monitor the kids if they aren't.

Perform the best that you can.

Get the little ones involved. Encourage the older newer kids. You may want to whisper something for them to do or say. See who hasn't stepped out yet.

You will know at all times what Bits are currently running on stage, and you will usher the proper kids to change, hang out, or be waiting on behind the door or curtain ready for the next bit. Special attention needs to be given to those of our little-ones who cannot read. Be ready to know who they are and be sure to keep an eye peeled for them in between bits.

You have the power to **Delegate authority** to the medium sized kids. If a little-one needs special attention and you are busy, quickly grab a medium size kid and politely instruct them to handle the little-one for a while. **YOU ARE IN CHARGE!**

When the Directors are not backstage, **YOU ARE IN CHARGE**, the kids in the next bit need to be loaded into the Holding Area (back stage) and ready to go

If someone needs something immediately i.e. A Guitar, a Wig, A Costume have it ready for them.

When onstage and the bit ends, you are responsible to herd the kids off-stage, have the next group ready out the door and close the door.

If Onstage and the next bit requires a special setup (chairs, no chairs, etc.), be sure to set this up.

After the show, you will guard the exit until the Little-Ones have cleaned up the costumes, wigs, candy, trash and any and all other articles of children left scattered in the area. No matter who made the mess, "We Are a Team" and we will all clean it up.





INTERN CHECKLIST: Have I done the following? **BEFORE CLASS???**

- Upon arrival (hopefully 10 minutes early), you will make sure all **candy and snacks are unlocked** in the case.
- Please make sure the lobby is **free of trash** or leftovers from a previous theatre group.....in other words, "MAKE NICE". Although a lot of us feel like this is home and not a place of business, please keep the front clean as it still a first impression when someone walks in. Are the pictures nicely in place on the bulletin board? Are the classes info sheet and postcards out and in a nice order on the table????
- Place the **green pig** on the light booth ledge.
- Place the **cash box** safely in the light booth until class or unless a director needs it to take payments. (The cash box is always to remain in the light booth or with the teacher) and pink file box are out from the back and placed on the refrigerator.
- A **door sheet** is to be taken out of the pink box under the file "door sheets" and placed either on the front desk or see if one is already in the cash box.
- Fold and Marry **programs** if necessary (usually for parties).
- Programs for all of today's shows need to be put together and placed on the front desk for ALL shows that day if necessary (usually for a party).
- Place the **ipad** and **internet** (usually in a bag) in the light booth. Charge ipad if necessary.
- Please get **keys** from the back for the bathroom and put in front of the light booth for guests.
- Please check that there are **drinks** in the refrigerator chilling. If they are not, load it up, please.
- Trash and recycling bins** are brought to the front lobby.
- Sandwich boards** for the shows are put at the top of the stairs and at the bottom of the stairs in a place where they can be seen but not in anyone's way.
- Halloween time, make sure the **stay puft marshmallow man** is safely and securely inflated in front of Joy Theatre.
- Place **Bell, Flashlight, Clipboard, Pencil** (any item needed) in the back ready if the director needs it in the show.
- Place **three chairs** onstage and remove anything else.
- Ensure the work lights and **houseslights** are on.

BREAK

- Help **sell** the snacks. Everything is **\$1**.
- Help **pay** the kids. You will mark off the child's name on the envelope once they are paid.
- Ensure the **cashbox** is in the light booth or with the teacher.
- Received your **free snack**.
- Ensure the kids eat and drink **only** on the stage or back stage.
- Make sure all snacks and drinks are put in the back with their stuff, **put away** or in the trash.
- See if the director needs help with the **lineup**, adding kids names at the bottom or transcribing a copy



HALF HOUR BEFORE THE SHOW

- Placed the **lineups** in all needed places (Light booth, On stage, Backstage)
- Place a **water** in the back for The Director
- Make sure the **lobby** is clean
- Make sure performers have their **costumes** and snacks backstage

AFTER THE SHOW

- Make the kids **clean up backstage** (costumes away neatly) before they see their parents.
- Tell the kids they did a **good job**
- Bring **trash and recycling** bins back. If the trash is stinky, empty it and place a new clean liner in it ready for the next day. This includes the bathroom trash can.
- **Trash** is taken to the nearest trashcan outside the theatre and set next to it. Again, this includes the bathroom trash can.
- **Recycling is bagged** up for Janiece to take home when it is full
- Return the public bathroom **keys** to it's hanging storage place in the bathroom cabinet
- Return **drinks from fridge** to concessions case
- **Lock** up the concessions case
- Put away anything that belongs to Joy Theatre (props, kids leftover costumes, jackets or lunch bags left behind, stay puffed marshmallow man, theatre signs on the **sandwich board**,) in the back bathroom. In other words, make sure our stuff isn't stolen and the next theatre group coming in to play isn't tripping over our stuff.
- **Lock** back bathroom.
- Load the **theatre bag** (pink box with files, cash box, green pig, ipad, internet, recyclables etc.)
- Turn off the **air conditioner** and the **lights**.
- **Go Home**