

# M U H L E N B E R G

## Summer Music Theatre

Muhlenberg College, Allentown, Pennsylvania 18104-5586  
484.664-3335; fax 484.664-3031; e-mail bien@muhlenberg.edu

### **The Summer Theatre Festival**

The Muhlenberg Summer Music Theatre Festival, now entering its twenty-eighth season, mounts three productions each summer at Muhlenberg College in Allentown, Pennsylvania. We are committed to presenting the finest works of the traditional musical theatre repertoire. This season's offerings will include two mainstage productions and one production for children. Our summer productions receive critical acclaim in local and national publications.

The summer music theatre performance spaces include the The Trexler Pavilion for Theatre & Dance, a major performing arts complex built in 2000 which features the Dorothy Hess Baker Theatre, a 340-seat proscenium house; The Studio Theatre, a 150-seat flexible seating Black Box; and the Dance Studio/Theatre. In the Dorothy and Dexter Baker Center for the Arts is the 400-seat Paul C. Empie Theatre - designed by world-famous architect Philip Johnson. All four spaces boast state of the art equipment for theatrical production.

The Festival Company is made up of more than 100 people – directors, designers, actors, technicians, musicians, and administrators who are a mix of students, professionals, community members, and Muhlenberg College staff. We are a non-Equity company, though we hire Equity actors under the Guest Artist Contract.

The college is located in a residential area in the beautiful west end of Allentown, Pennsylvania, with excellent sport and exercise facilities on campus. We are minutes away from the beautiful Poconos, an hour and a half from New York City, and forty-five minutes from Philadelphia. Housing is provided for company members in Muhlenberg College's dormitories. There are cooking facilities in the dormitories and inexpensive restaurants near the campus but meals are not provided.

This year's season runs from May 19 to July 29, 2009.

### **The College/University Student Program**

Each summer we invite college students to join the company to work in the areas of scene construction, lighting, costume construction, properties, stage management, and arts administration. Stipends for students starts at \$850.00 for carpenter/electricians; management-level students (ATD, Master Carpenter; Master Electrician, Properties, Assistant Box Office Manager, Cutter/Draper, etc.) receive higher compensation. Students work under the supervision of professional technical and administrative staff and gain valuable experience working on high-quality theatrical productions; design students have the opportunity to serve as artistic staff for the children's theatre productions.

#### **Requirements:**

1. You must submit a cover letter and resume to the General Manager by March 1, 2009. A cover letter and resume is all that is required, a formal application is not necessary.
2. You must be currently enrolled in an accredited College/University.
3. You must enclose a list of three current references including one from a theatre/dance professor.

### **The High School Internship Program**

Each summer we also invite high school students to join the company to work as interns in stage management. Unlike other summer stock operations, we do not charge any fees. Each intern is paid a \$400 honorarium. Interns work under the supervision of professional staff and gain valuable experience working on high-quality theatrical productions and as production staff for children's theatre productions. Interns also serve as running crew for productions, when needed.

#### **Requirements:**

1. You must be at least 16 years of age on May 1, 2009.
2. You must submit the enclosed application, including Code of Conduct and Consent Forms, by March 1, 2009.
3. If this will be your first summer at Muhlenberg, you must give the enclosed recommendation form to a drama instructor or community theatre director/designer; forms must be returned by mail or electronically to the General Manager by March 1, 2009.
4. You must present work permit papers **with your signed contract**. In Pennsylvania, the form is called APPLICATION FOR EMPLOYMENT CERTIFICATE OR TRANSFERABLE WORK PERMIT.

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**Intern Application Form**

**Return by March 1, 2009**

Name \_\_\_\_\_ Phone (     ) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ High School / College Class of \_\_\_\_\_ Last day of school \_\_\_\_/\_\_\_\_/\_\_\_\_  
MONTH / YEAR (CIRCLE ONE) MONTH / DAY

First day you could begin internship: \_\_\_\_\_

School/College/University: \_\_\_\_\_

**Area(s) of Theatrical Interest: (Please check all that apply but understand the internship is in STAGE MANAGEMENT ONLY.)**

Scene Painting \_\_\_\_\_ Scene Construction \_\_\_\_\_ Costume Construction \_\_\_\_\_

Stage Management \_\_\_\_\_ Electrics \_\_\_\_\_ Properties \_\_\_\_\_

House Management \_\_\_\_\_ Marketing/Public Relations \_\_\_\_\_ Box Office \_\_\_\_\_ Arts Administration \_\_\_\_\_

**Please specify any other area(s) of interest not listed above:** \_\_\_\_\_

Please attach a resume, or list your experience below.

Previous Theatrical Experience (Technical, Administrative, and/or Performance)

Specific Production Skills (drafting, sewing, computer, etc.)

**Attached to this sheet, write a short statement about why you want to participate in the internship program at Muhlenberg Summer Music Theatre.**

**Please Note**

1. Our program is geared toward students with a serious interest in technical or administrative theatre. It is expected that you will be able to handle yourself in a responsible manner in this professional situation. You must make a total commitment to the program – hours are long and there will be few days off during the season.
2. High school interns are covered by Workman's Compensation but it is expected that you carry your own health insurance.
3. The summer company will begin work on Tuesday, May 19, 2009. We understand that some students do not finish school until June, so we will set individual arrival times with each student. The season closes July 30, 2009. Company members must leave the dormitories by noon on Wednesday, July 29, 2009.

**Return this form to:**

Jessica Bien, General Manager  
Muhlenberg Summer Music Theatre  
2400 Chew Street  
Allentown, PA 18104-5586

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**Recommendation Form**

**Return by March 1, 2009**

(This form is to be completed by applicant's drama teacher/instructor or community theatre director.)

\_\_\_\_\_ has applied to the Muhlenberg Summer Music Theatre Festival Program. This program demands total commitment working in a professional setting. In considering this student's application, we would like you to share your knowledge of the applicant's technical skills and work habits. Any other comments you might want to make about the applicant would also be appreciated.

Signature \_\_\_\_\_

Print Your Name \_\_\_\_\_

Position \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone(s) \_\_\_\_\_

Please return this form by March 1, 2009, to:

Jessica Bien, General Manager  
Muhlenberg Summer Music Theatre  
2400 Chew Street  
Allentown, PA 18104-5586  
bien@Muhlenberg.edu

*2009 Muhlenberg Summer Music Theatre  
High School Internship Code of Conduct*

- 1) Interns are expected to adhere to Muhlenberg College's Drug Free Workplace Policy.
- 2) Interns are expected to be in their rooms by 1:00 am each evening. Intern counselors will make nightly room checks. Interns are expected to follow all rules as set by the intern counselors and the General Manager. Failure to follow rules will result in dismissal from the program.
- 3) There are to be no guests in any intern room after curfew. Interns may only have overnight guests in their rooms with prior written approval of their parent or guardian and the approval of the Intern Counselors.
- 4) Interns may not stay overnight off-campus without written permission of their parent or guardian. In addition, any Intern staying overnight off-campus must notify the Intern Counselors.
- 5) Interns are expected to arrive promptly at all work calls and performance calls.
- 6) Interns may be expected to be at work calls and serve on running crew for performances. Days off are not guaranteed.
- 7) If an intern needs time off during the program, it must be requested prior to signing the contract. Approval for requests for time off after the contract has been signed is at the discretion of the General Manager and the intern's supervisor.

Violation of any of the above policies will result in dismissal from the program.

I hereby accept the terms of this agreement:

Intern: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent or Guardian: \_\_\_\_\_

# Muhlenberg Summer Music Theatre

## Parental Consent for Medical Treatment

Participant Name \_\_\_\_\_

Permission of a parent or legal guardian must be obtained before medical treatment of any kind can be rendered to persons under 18 years of age. This consent form must be signed by a parent or legal guardian as evidence of your consent for treatment of the above named participant.

In the event that you, as parent or legal guardian, do not want treatment rendered under any circumstances, your signature, evidencing refusal of treatment is required below.

I grant permission to the Muhlenberg Summer Music Theatre staff and/or its third party designees including Muhlenberg College Employees to administer first aid care as may be necessary for my son/ daughter.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Relationship)

\_\_\_\_\_  
(Participant)

\_\_\_\_\_  
(Date)

I refuse permission to the Muhlenberg Summer Music Theatre staff and/or its third party designees to administer first aid care as may be necessary for my son/ daughter.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Relationship)

\_\_\_\_\_  
(Participant)

\_\_\_\_\_  
(Date)

### Controlled Substance Policy

I certify that my son/ daughter will not be in possession of any controlled substances **including those prescribed by a physician**, as defined by the Controlled Substances Act while a participant in the Muhlenberg Summer Music Theatre.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Relationship)

\_\_\_\_\_  
(Participant)

\_\_\_\_\_  
(Date)

**Muhlenberg College Indemnification Statement**

It is further understood and agreed that Muhlenberg College does not manage or facilitate the Muhlenberg Summer Music Theatre and or any of its activities. Muhlenberg College's facilities are being made available for the Muhlenberg Summer Music Theatre.

I, [parent/legal guardian] \_\_\_\_\_, in full recognition and appreciation of the hazards and exposures involved do hereby voluntarily agree to assume all of the risks and responsibilities involving my child's participation in the Muhlenberg Summer Music Theatre scheduled from May 19 to July 29, 2009: and further, I do for myself, my heirs, and personal representative(s) hereby defend, hold harmless, indemnify and release and forever discharge the Board of Trustees of Muhlenberg College and all of its officers, agents, employees and volunteers from and against any and all claims, demands, and actions, or causes of action of any sort on account of personal injury or death which may result from my child's participation in the Muhlenberg Summer Music Theatre.

I have read and executed this document with full knowledge of its significance.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Relationship)

\_\_\_\_\_  
(Participant)

\_\_\_\_\_  
(Date)