



## Stage Management Internship 2026

**Location:** New York City / Hybrid

**Time Commitment:** Part-time, approximately 10 hours/week; schedule may vary slightly around production needs and event dates

**Term:** June 1, 2026 – December 1, 2026

**Compensation:** Unpaid educational internship; academic credit eligible where applicable

### Position Summary:

The Stage Management Intern will support select Ted & Togo Productions events during the summer and fall season while gaining hands-on exposure to stage management for a growing independent music and live performance company. Working alongside Ted & Togo leadership, company managers, and/or a resident Stage Manager, this role will provide insight into rehearsal coordination, performer communication, production documentation, backstage organization, and the process of safely and effectively supporting live shows. The ideal candidate is organized, calm under pressure, collaborative, and excited to learn how stage management helps bring original, music-driven productions to life.

### Primary Responsibilities:

- Shadow Ted & Togo leadership, company managers, and/or the resident Stage Manager during select rehearsals, tech rehearsals, and performances
- Assist with taking rehearsal notes, stage direction notes, and production updates
- Help collect and organize cast, crew, and production information
- Support rehearsal room and backstage communication as needed
- Learn how stage managers prepare for rehearsals, tech, and live performance environments
- Observe and practice elements of calling a show effectively and safely under supervision
- Help maintain production documents, schedules, contact sheets, run sheets, and other stage management materials
- Support day-of production needs, including performer check-ins, backstage organization, and communication flow

### Qualifications & Skill Requirements:

- Interested in stage management, live performance, music, theater, opera, concerts, or event production
- Has some stage management, production, theater, school, concert, or comparable live event experience
- Organized, adaptable, and willing to learn quickly in fast-moving rehearsal and performance environments
- Strong at written communication, note-taking, and interpersonal communication
- Comfortable multitasking, problem-solving, and staying calm under pressure
- Able to read music and/or follow stage directions; music reading is a plus but not required for every production
- Detail-oriented and able to help maintain schedules, notes, trackers, and production documents
- Comfortable working independently and collaboratively when needed
- Proactive, curious, and willing to ask questions
- Comfortable standing for varying periods of time during rehearsals, tech, and performances

Follow Us

[Ted & Togo Productions](#) | [Instagram](#) | [Facebook](#) | [LinkedIn](#)

**Please note:** For in-person events, interns may be asked to follow current production, venue, and public health/safety guidelines.

### **Learning, Mentorship & Professional Development:**

This is an unpaid educational internship designed to provide hands-on experience, mentorship, and professional development within a growing independent production company. Interns will gain practical exposure to stage management, rehearsal coordination, backstage communication, live event operations, and the behind-the-scenes magic of building original live performances.

- Regular mentorship and check-ins with Ted & Togo leadership and/or production mentors
- Hands-on experience observing and supporting real rehearsals, tech processes, and performances
- Resume and portfolio-building opportunities through tangible production materials and work samples
- Opportunities to attend select Ted & Togo events, rehearsals, and behind-the-scenes production moments
- Team coffee chats, lunches, and creative working sessions when schedules allow
- Guidance on professional communication, stage management practices, production documentation, and creative entrepreneurship
- A supportive, collaborative environment where interns are encouraged to ask questions, share ideas, and take creative initiative
- Support for students seeking academic credit, where applicable

**Please note:** This internship is unpaid and intended for educational and professional development purposes. Interns should not expect compensation or guaranteed employment at the conclusion of the internship.

### **To Apply:**

Please submit your materials through our [job submission form](#). We will follow up if your background and interests align with the role and we would like to schedule a conversation.

In your cover letter, please share why you are interested in Ted & Togo Productions and what kind of stage management, production, or live event work excites you.

“Men apply for a job when they meet only 60 percent of the qualifications, but women apply only if they meet 100 percent of them” We want to dismantle this commonly quoted statistic. Even if you don’t check every box of our job description, we still want to consider you. You may be just what we need!

Ted & Togo Productions is an equal opportunity organization. We are committed to providing an environment with opportunity for all applicants regardless of race, color, religion, sex, pregnancy, national origin, citizenship status, age, physical or mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, or military and veteran status.

### **Questions:**

Email [tedandtogoproductions@gmail.com](mailto:tedandtogoproductions@gmail.com) and someone on our team will get back to you.