

BLP INTERN MEETING

2026–2027 Season

We are so excited to have you as part of our intern team this year! Being a BLP intern means you are an important part of making our programs, rehearsals, and productions run smoothly. We want you to have fun, learn a lot, and take ownership of your role on our team.

1. YOUR INTERN SCHEDULE

Please look at the intern schedule ASAP. Do not wait until the week of an event to realize you have a conflict.

The most current schedule is always available on our website:

brittanyleazerproductions.com

Resources → Quick Links → **2026/2027 Intern Schedule**

Password: [awesomeinterns](#)

Schedules may be updated throughout the year, so **always refer to the online schedule for the most current information.**

2. IF YOU HAVE A SCHEDULING CONFLICT

If you cannot work an event—or even one shift within a larger event—you need to let us know **immediately.**

Go to:

brittanyleazerproductions.com

Resources → Quick Links → **Intern Hours Submission + Shift Switch**

Complete the **Shift Switch Form.**

What happens next?

Do not automatically find someone to cover you.

Harper or Brittany will review your conflict and determine whether:

- You should find another intern to cover your specific shift, **OR**
- You should be removed from the larger event entirely.

This decision depends on your assigned role and what we need for that particular event.

If you are given permission to find a replacement:

1. Find another intern who can cover your shift.
2. Confirm the switch with that intern.
3. Let **Harper and Brittany** know who will be replacing you.

Your shift is not considered covered until this process is complete.

3. GETTING PAID — SUBMIT YOUR HOURS!

You are responsible for submitting your own hours after you work.

Go to:

brittanyleazerproductions.com

Resources → Quick Links → **Intern Hours Submission + Shift Switch**

Complete the **Intern Hours Submission Form**.

You have TWO WEEKS to submit your hours.

Hours submitted within two weeks = PAID HOURS

Hours not submitted within two weeks = VOLUNTEER HOURS

Please don't miss out on getting paid simply because you forgot to submit your hours!

4. WHEN YOU'RE WORKING, YOU REPRESENT BLP

Any time you are working an intern shift, you are representing BLP to our students, parents, volunteers, guests, and community.

That means your:

- Attire
- Language

- Attitude
- Behavior
- Interactions with students and families

should always be **professional and studio-appropriate**.

You don't have to be stiff or overly formal—we want you to have fun! But remember that families see you as part of the BLP team.

5. PHONES STAY AWAY

Your phone should remain put away for the entirety of your shift.

This is especially important when you are supervising students or working backstage.

If you are backstage:

You should NEVER be on your phone.

Backstage requires your full attention. You are responsible for students, cues, safety, transitions, and whatever is happening around you.

If there is an emergency or a legitimate reason you need to use your phone, communicate with the staff member supervising you first.

6. HOW WE EXPECT YOU TO INTERACT WITH STUDENTS

When you're assigned to work with students, **engage with them!**

Don't simply stand in the room and supervise from a distance.

We want you to:

- Talk to students and learn their names.
- Be patient and kind.
- Help them understand what they're supposed to be doing.
- Encourage good behavior.
- Participate and engage rather than sitting on the sidelines.
- Pay attention to students who may need a little extra help connecting.

Especially watch for the kid who is alone.

If you notice someone who doesn't have a buddy, seems uncomfortable, or looks lonely, **go talk to them.**

Help them find other students their age. Introduce them. Include them in an activity.

One of the most important things we can do at BLP is make sure **every student feels known, valued, and included.**

7. KNOW HOW TO DO YOUR JOB

All interns should read through the **BLP Black Box Handbook.**

Even if you aren't regularly assigned to the Black Box, the handbook will help you understand:

- How our space operates
- What to do before opening the house
- Backstage procedures
- Basic lighting and sound procedures
- How to handle common problems
- Safety expectations
- Who is responsible for what

Don't wait until something goes wrong to learn what you're supposed to do.

The goal is for you to become increasingly confident and independent throughout the year.

THE BIG THINGS TO REMEMBER

CHECK YOUR SCHEDULE.

Look at the online intern schedule ASAP and continue checking it throughout the season.

COMMUNICATE EARLY.

If you have a conflict, submit the Shift Switch Form immediately.

DON'T SWITCH SHIFTS ON YOUR OWN.

Wait for Harper or Brittany to tell you how your conflict should be handled.

SUBMIT YOUR HOURS.

You have two weeks after working to submit them for payment.

PUT YOUR PHONE AWAY.

When you're working, be present.

ENGAGE WITH OUR STUDENTS.

Especially look for the student who may need someone to help them feel included.

KNOW YOUR ROLE.

Read the Black Box Handbook and come prepared to do your job well.

BE SOMEONE WE CAN COUNT ON.

Show up, communicate, pay attention, jump in where you're needed, and represent BLP well.