



## Intern (all departments) – Job Description

**JOB TITLE:** Intern (all departments)

**ALTERNATE TITLES:**

**REPORTS TO:** Director of production, Departmental Manager (varies),

**JOB TYPE:** Seasonal, Salaried

**SUPERVISES:**

**GENERAL JOB STATEMENT:** Internships in all departments are expected to assist the production staff of that department. The primary qualification of an intern is an open willingness to learn, but certain skills/interests are more specially-tailored for each department.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Assist with build, load-in, strike, and run of shows.
- Maintenance of equipment and repairs.
- Participate in rehearsal preparations and shows as required.
- Assist staff in department with completion of show tasks.
- Work in a safe, efficient, and organized manner.
- Any additional tasks as requested by the Director of Production, Technical Director, or immediate supervisor

### **QUALIFICATIONS AND SKILLS:**

- Interest and ability to work in your chosen area of production.
- An ideal intern will have the intention of attending a college or training program for their chosen area of interest and/or the intention of continuing training and employment beyond the internship.
- Positive attitude, and the ability to work in a collaborative manner.