



Shop Intern– Job Description

JOB TITLE: Shop Intern

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.