

Intern (All Departments) – Job Description

JOB TITLE: Intern (All Departments)

ALTERNATE TITLES:

REPORTS TO: Director of Production, Departmental Manager

JOB TYPE: Seasonal, Salaried

SUPERVISES: N/A

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.
- Openness and willingness to learn new techniques and skills in their department.
- Work in a safe, efficient, and organized manner.
- Any additional tasks as requested by the immediate supervisor, Director of Production, or Technical Director.

QUALIFICATIONS AND SKILLS:

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