

Production Management Intern

Description: The intern will report directly to the Production Manager. Intern will have the opportunity to engage in the process of Production Management from start (Production Meeting) to finish (Closing Night). Great position for students or graduates seeking careers in Production Management, Stage Management or Technical Theatre.

Learning Opportunities in this position:

- Making Theatre happen on Budget
- Load-in week management
- Calendar Management
- Proper Organization & Maintenance of Props, Costumes & Backstage Areas
- Proper Technical Facilities Maintenance
- Contract Writing for Theatres
- Theatre Industry Union Requirements (SDC, USA, AEA)
- Supply Inventory Management & Equipment Maintenance
- Basic Associated Administrative Skills

Duties Include but not limited to:

- Assist with Organization and Maintenance of Props & Costumes
- Assist Stage Managers and ASM's on an Occasional Basis
- Provide back-up to Production Manager for Tech Prep, Preview Set-Up, Maintenance
- Provide Clerical Support through Data Entry and Research
- Assist with Production expense tracking via Expense Reports
- Assist Designers during Load-In and Previews
- Assist with maintaining Technical Facilities on a regular basis
- Track and Maintain Backstage, Green Room & Production Office Supply Inventories
- Assist with repairs, replacements, etc to maintain running show
- Assist with Rehearsals as Needed
- Assist with Company Calendar management for production events (rehearsals, performances, etc.)
- Assist with the Creation and Tracking of Creative Team (Design, Director) Contracts
- Serve as Note-Taker at all Production Meetings
- Assist with Safety Documentation for all productions
- Create Future Production Paperwork (i.e. Master Calendars, Script Analysis)

Specific Requirements:

- Theatre Major or Minor or Demonstrated Extracurricular Theatre Experience
- Must be able to lift and move 40lbs
- Organized and Detail-Oriented
- Strong Communication Skills
- Creative Thinking & Problem Solving Skills