

METROPOLIS

P E R F O R M I N G A R T S C E N T R E

Position Title: Casting Internship
Department: Education/Casting/Production Management
Reports To: Casting Director

General Description: Technical internship program with a \$3 million not-for-profit performing arts institution based in Arlington Heights, Illinois. Responsible for assisting the Casting Director and Production Manager in all aspects of casting including, but not limited to, auditions and callbacks.

Qualifications: Seeking degree or career in Theatre, Production Management, Arts Management or related field; exemplary collaborative and communication skills; creative and detail minded; ability to meet deadlines; knowledge and love of the performing arts.

Description of Duties/Responsibilities:

- Aids casting director or production management team on casting all productions
- Sets up audition list
- Assists in company management for current productions
- Evenings and weekends available on a per show basis
- Facilitates all callback processes

Learning Objectives:

Throughout the internship, the intern will be able to:

- Maintain effective communication with his/her supervisor and the Metropolis staff.
- Work successfully as a team player with the other members of the Metropolis staff.
- Effectively manage his/her time.
- Show a willingness to learn from and contribute to every situation.
- Display a positive attitude in the workplace.
- Utilize his/her own personal strengths for the betterment of Metropolis.

As a result of this internship, the intern will be able to:

- Gain the knowledge and skills necessary to continue or pursue a degree or career in a field related to technical theatre and/or production management.
- Capitalize on newly developed strengths acquired from the internship experience.

Please fax (847.577.5992) or email (jobs@metropolisarts.com) your resume. No phone calls please.