

METROPOLIS

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

Position Title: Production Management Intern
Department: Production/Casting
Reports To: Production Manager/Casting Director

General Description: Production Management internship position with a \$3 million not-for-profit performing arts institution based in Arlington Heights, Illinois. Responsible for assisting the Production Manager in development and management of technical and organizational aspects of all productions.

Qualifications: Seeking degree or career in Production Management, Technical Theatre or Performing Arts Management; exemplary collaborative and communication skills; creative and detail minded; ability to meet deadlines; proficient with Microsoft Office; driver's license and transportation mandatory; knowledge and love of the performing arts.

Description of Duties/Responsibilities:

- Assists the production management team on all series productions
- Updates and maintains a database of performers and implements correspondence for audition announcements
- Organizes and runs auditions and callbacks as needed
- Serves as an assistant company manager to facilitate performers' needs
- Supports design and technical staff during tech/preview weeks of productions as an assistant production manager
- Attends all staff, department, and production meetings
- Helps with marketing mailings
- Performs clerical duties

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 pursue a degree or career in a field related to 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.