

METROPOLIS

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

Position Title: Assistant Stage Manager Internship
Department: Production Management
Reports To: Production Director/Intern Mentor

General Description: Technical internship program with a \$2.7 million not-for-profit performing arts institution based in Arlington Heights, Illinois. Responsible for assisting the *High School Performance Experience* Director in all aspects of stage production including, but not limited to, stage direction, character development, and line cues.

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:

- Will utilize performance experience and education to facilitate camper growth within character role
- Will provide a responsible role-model image to all campers that exemplifies the quality of character representative of Metropolis School of Performing Arts employees
- Work closely with the Director of the *High School Musical Experience* Shows to execute assigned production
- Execution of tasks as assigned by Choreographer or Music Director
- Works at least 10-20 hours per week attending all afternoon rehearsals and performance dates
- Start and end dates are rolling and negotiable

Learning Objectives:

Throughout the internship, the intern will be able to:

- Maintain effective communication with his/her mentor 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 camps.

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 stage 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.