

METROPOLIS

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

Position Title: SOPA Camp Technical Internship
Department: Education/Production Management
Reports To: 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 Technical Director and Production Manager in all aspects of technical theatre including, but not limited to, lighting, sound and carpentry.

Qualifications: Seeking internship in Technical Theatre; must be seeking a college degree; knowledge of and ability to apply lighting, sound, and carpentry skills – if applicable; knowledge of and ability in costume design and instruction – if applicable; knowledge of and ability to apply stage management skill – if applicable; exemplary collaborative and communication skills; creative and detail minded; ability to meet deadlines; driver's license and transportation are helpful; knowledge and love of the performing arts.

Description of Duties/Responsibilities:

- Aids production management team on all *Curtains Up!* and *Lights Up!* productions.
- Assists in technical development in specific area of concentration. (lights/sound, costume, set/props, or assistant stage management)
- Assists with design of the each show.
- Aids in change-over between camps rehearsal or performance time.
- Aids in necessary preparation for camp rehearsal, classes or performance.
- Assists in set/prop build, light/sound design, costume construction for all *Curtains Up!* and *Lights Up!* productions.
- Assists in technical education experience for camp participants.
- Works at least 20 hours per week, evenings and weekend hours may apply.
- Attends all production meetings for camp productions.
- Start and end dates are rolling and negotiable.
- Commitment to the full camp dates including performance dates.

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.