

# METROPOLIS

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

Position Title:    Technical Internship  
Department:        Education/Production Management  
Reports To:        Technical Director, Production Manager

General Description: Technical internship program with a \$3 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 degree in Technical Theatre; knowledge of and ability to apply lighting, sound, and carpentry skills; 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 productions
- Assists in technical development for current productions
- Works at least 20 hours per week focused primarily on weekends on a per show basis
- Commitment to the full run of a production must be made if a run crew position is offered in relation with the internship

#### 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](mailto:jobs@metropolisarts.com)) your resume. No phone calls please.**