Production Management Intern

Description: The intern will report directly to the Production Manager. Intern will have the opportunity to engage in the process of Production Management from start (Production Meeting) to finish (Closing Night). Great position for students or graduates seeking careers in Production Management, Stage Management or Technical Theatre.

Learning Opportunities in this position:

- Making Theatre happen on Budget!
- Load-in week management
- Calendar Management
- Proper Organization & Maintenance of Props, Costumes & Backstage Areas
- Proper Technical Facilities Maintenance
- Shadow Contract Writing
- Supply inventory & ordering
- Basic Associated Administrative Skills
- Maintaining equipment

Duties Include but not limited to:

- Assist with Organization and Maintenance of Props
- Assist Production Assistants and Stage Managers on an Occasional Basis
- Provide back-up to Production Manager for Tech Prep, Preview Set-Up, Maintenance
- Provide Clerical Support through Data Entry and Research
- Assist with Production expense tracking via Expense Reports
- Assist Designers during Load-In and Previews
- Maintain Technical Facilities on a regular basis
- Track Backstage, Green Room & Production Office Supply Inventories
- Assist with repairs, replacements, etc to maintain running show

Specific Requirements:

- Theatre Major or Minor
- Must be able to lift and move 40lbs