

## Theatre Production Internship

**Term: Fall 2021 (September-December)**

10-20 hours per week (hours are flexible)

Academic Credit is available, if needed

**About the Fort Worth Community Arts Center:**

The mission of the Fort Worth Community Arts Center is to provide a quality event, visual and performing arts venue for our community. The Arts Council of Fort Worth manages the Arts Center, which includes nine galleries, artist studios, offices, W.E. Scott Theatre, and the Hardy and Betty Sanders Theatre.

**Internship Summary:**

Fort Worth Community Arts Center Production Internship Program offers undergraduates, graduate students, and early-career professionals the opportunity to learn alongside professional artists and managers in the DFW Arts community.

This internship program exists to provide you, the Intern, with valuable insight into various career paths, facilitate opportunities to make professional contacts, and equip you with marketable skills for future academic programs and employment opportunities in theatre and not-for-profit management. Our comprehensive program provides hands-on experience in theatre administration and production.

**Qualifications:**

- Strong Interest and Background in Live Theater
- Poised and professional demeanor
- Comfortable engaging via phone and in person with artists and community members
- Detail-oriented with organizational skills
- Strong computer skills including Microsoft Word, Excel, Outlook
- Basic computer design skills, familiarity with Adobe Photoshop and Illustrator is preferred
- Excellent written and speaking communication skills
- Ability to multi-task, work under pressure and meet required deadlines
- Must be able to lift and move 40 lbs

## Key Responsibilities

- **LIGHTING/ SOUND** – Work in concert with the Production Manager, and Lighting Designers with general organization and maintenance of all lighting and sound equipment, hang, focus, programming and supervision of student crew for each production. Applicants should possess basic knowledge of theatrical lighting instruments and equipment (fixtures, FX, ETC ION/ Expression console), also possess knowledge of Sound Equipment (Microphones, Amplifiers, and various consoles) and be comfortable working at heights of 12 to 20 feet.
- **STAGE MANAGEMENT/PRODUCTION MANAGEMENT** – Work in concert with the Production Manager on administrative duties related to the daily operation of the production department and execution of all rehearsals and performances. In addition, interns will SM and ASM productions as assigned throughout the internship. Applicants should possess strong organization, communication and computer skills, knowledge of theatrical terminology, leadership abilities in running rehearsals and performances, ability to call a show, a calm demeanor, and should have their own vehicle and a valid driver's license.
- Provide assistance and support clients.
- Assist the Production Manager and Business Development Manager carrying out operational tasks (e.g. by supporting regular classes; setting up, operating technical equipment, completing special projects.)
- Communicating with people using the center (including employees and external clients) at all levels about specific projects as well as general inquiries.
- Support the organization of special events (Holiday/Resident events, cultural events etc.). Also, research and suggest new special events.