

**Mission:**

The Kauffman Center for the Performing Arts' vision is to enrich the lives of communities throughout the region, country, and world by offering extraordinary and diverse performing arts experiences.

**Production Management Intern:**

The Kauffman Center for Performing Arts is seeking an enthusiastic, self-motivated individual who is searching for hands-on volunteer experience with arts management, company management, and/or production management in a fast-moving environment from **June 1 -August 2017**. Dates may be flexible to accommodate school schedules.

**The Right Candidate:**

- Currently enrolled in a college program in Arts Management, Stage Management, Theater Production or similar, or have graduated from said program within the past 6 months. Preference given to Graduate students, or Junior/Seniors in undergraduate programs.
- Should have a basic knowledge of technical theater production, including stagecraft, lighting, sound, and/or video.
- Can commit to 12-20 hours per week during the course of the internship with some flexibility for select evenings or weekend events.
- Is flexible, dependable, detail-oriented, and self-starting.
- Has strong written and verbal communication skills.
- Can uphold a high level of discretion as necessary.
- Must be able to manage multiple projects in fast paced environment.
- Has great computer skills, including a strong background with Microsoft Word, Excel, and Outlook.
- Has previous experience working within a performing arts genre, such as dance, opera, theater, or orchestra, and/or corporate events.

**Responsibilities and Outcomes:**

- Shadow and assist with Production Management duties during Kauffman Center performances. Candidates will be immersed in general backstage operations and will be working toward fulfilling client expectations.
- Facilitate artist hospitality, transportation, and accommodations. Candidate will work directly with artists and their management to ensure they have an extraordinary experience while visiting the Kauffman Center.
- Learn the venue's scheduling software, Artifax, and assist with upkeep of schedule and records within the software.
- Assist with inventory and maintenance of theatrical equipment.
- Attend client meetings as necessary.
- Assist with advancing events, writing agreements, and event budgeting as necessary for show advancement.
- Document and archive productions through paperwork and digital filing.
- May spend several hours on feet, need to carry 25-50lbs, walk several miles a day, climb ladders, and additional physical demands as necessary.

- Additional duties as required based on interest and need.

**Compensation:**

This is an unpaid internship, but can be arranged for course credit. This internship is meant for the educational benefit of the candidate only and will not result in full time employment at the Kauffman Center.

The Kauffman Center is committed to creating a diverse and inclusive environment and is an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, or age.

**Application process:**

Please email a 1-page résumé and 1-page cover letter to: Sara Beatty at [sbeatty@kauffmancenter.org](mailto:sbeatty@kauffmancenter.org) by **May 19, 2017**. No phone calls, please. Additional materials, including writing or work samples, are welcome but not required. All application items must be submitted as a complete package. On your cover letter, be sure to include why you want the position, relevant experience, computer skills, and three professional references. References will be checked and interviews will be conducted.