

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 Intern:

The Kauffman Center for the Performing Arts Theater Operations Department is seeking an enthusiastic individual who is looking for hands-on experience in the technical aspects of production, especially lighting, carpentry, and audio. The Theater Operations department at the Kauffman Center is responsible for advancing needs for all productions, hiring and scheduling crews, the maintenance and repair of technical equipment, the purchase of new equipment, and the organization and paperwork necessary in the performance of the above tasks.

Description of Job Duties:

This internship is a practical overview of audio engineering, lighting, and carpentry in a multi-venue performing arts center. Interns observe and lightly assist with production load-in and strike of sound systems, and light plots. As an intern you will participate in conversations advancing rider and technical information, assist with repair and maintenance of inventory, learn basic programming of cueing systems, sharpen trouble shooting skills, and develop an up-to-date knowledge of current technical products and industry standards, as well as become proficient on existing technologies. This internship is for summer of 2017 (preferred June - September, 2017).

Note: dates may be flexible to accommodate school schedules.

The Right Candidate:

- Must be enrolled in a college program in Theater Production or similar;
- Must have basic technical theater knowledge. (cable coiling, signal pathways, solder skills a plus.)
- Can commit to 12 - 20 hours per week during the course of the internship with some flexibility for select evening or weekend events;
- Is flexible, dependable, detail-oriented, and self-starting;
- Has strong written and verbal communication skills including experience with spreadsheets;
- Has the ability to work with a broad range of people and attend to numerous projects concurrently;
- Has previous experience working alongside or for professionals in the fields of Theater, Ballet, Opera, Corporate Events, or similar;

Responsibilities and Outcomes

- Shadow and assist during multiple performance experiences to understand Kauffman Center backstage operations and client expectations.
- Attend production meetings with clients
- Assist in troubleshooting and/or maintaining equipment.
- Document and archive productions with paperwork that accurately reflect the activities at each event.
- Assist in creating and maintaining documentation regarding practices, procedures, and equipment function.
- Additional duties as required based on interest and need.

Compensation:

This is an unpaid internship but can be arranged for course credit.

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: Donna Miller Brown at dbrown@kauffmancenter.org by **May 19, 2017**. No phone calls, please. Additional materials, including 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 any professional references. References will be checked and interviews will be conducted.