

THE KALAMAZOO CIVIC THEATRE

Job Description

Date: April 16, 2010

Job Title: Lighting/Sound Design Intern

Department: Production

Reports To: Lighting/Sound Designer

Definition:

Under the supervision of the Lighting/Sound Designer, is responsible for assisting in the creation, artistic quality and execution of lighting and sound design for Civic productions; performs related duties as required.

Performance Responsibilities:

1. Complete up to 6 designs per season in each area: lighting, sound, special effects. Designs will include script analysis, research, attending production meetings and drafting any necessary paperwork.
2. Assists with maintaining integrity of shows, theatre spaces and all equipment.
3. Attends all technical rehearsals and strikes.
4. Trains volunteers and apprentices as necessary.
5. Assists with all department duties as required in the following areas but not limited to: inventory and maintenance of electrical equipment as required as well as cleaning and organizing department spaces.
6. Assists with rentals as requested.
7. Attends and supervises Civic Youth Theatre run crews.
8. Perform other duties as required by supervisor.

Minimum Qualifications:

1. Comprehensive knowledge of electricity and electronics.
2. Ability to work independently.
3. Ability to work well with, and train, non-skilled volunteers.
4. Ability to climb a ladder, work in a personnel lift, and work from a height of no more than 55 ft.
5. Ability to lift 50 lbs.
6. Ability to lead crews and take direction when necessary.

Desirable Qualifications:

1. B.A. or B.F.A. in Technical Theatre or any equivalent combination of experience or training, which provides the essential knowledge and skills.
2. Previous realized design work in the fields of lighting design and/or sound design.
3. Positive and outgoing attitude in a fast-paced work environment.