

THE KALAMAZOO CIVIC THEATRE

Job Description

Job Title: Scenic Design Intern

Department: Production

Reports To: Scenic Designer

Definition:

Under the supervision of the Scenic Designer, is responsible for completing any design responsibility assigned at the beginning of the season for Civic productions and assisting other designers as needed; performs related duties as required.

Performance Responsibilities:

1. Creates scenic/properties designs for any Civic production.
2. Reads scripts and analyzes for technical information.
3. Meets with directors and technical staff for each production to develop concepts and does thumb nail sketches, renderings, or models of design as needed by the director.
4. Does full set of scenic draftings for each production.
5. Makes copies of draftings for other staff as needed.
6. Performs all painting of scenery.
7. Assists with transporting and assembling sets from shop to stage.
8. Responsible for making sure all elements of design are completed and ready for each performance of the production.
9. Assists in striking the sets and works with volunteers assigned to the show.
10. Maintains theatre facilities (shop, trap room, properties deck, etc.).
11. Responsible for overseeing all paint crews for Civic Youth Productions.
12. Prop or paint shows as assigned.
13. May be asked to assist with construction, transportation and installation and repairs of scenery and set dressing.

Minimum Qualifications:

1. Considerable experience and training in technical theatre and design.
2. Strong organizational skills.
3. Ability to climb and work from a ladder.
4. Ability to lift 40 lbs.
5. Must have the ability to obtain a valid Michigan driver's license.

Desirable Qualifications:

1. Seeking a B.A. or B.F.A. (completed degree preferred), with the main emphasis in technical theatre and design.
2. Working knowledge of all aspects of technical theatre or any combination of experience or training which provides the essential knowledge and skills.