

Position Description

Job Title:	Lighting Design Intern and/or Sound Design Intern		
Reports to:	Resident Lighting and Sound Designer		
Supervisory Responsibilities:	No	FLSA Status:	Internship

Position Summary:

Under the supervision of the Resident Lighting and Sound Designer, these positions assist with the creation, artistic creation and implementation of the lighting and/or sound designs for productions. Completes design work, assists with load in, notes, and strikes for all productions. Depending upon experience and goals; interns may focus on Lighting or Sound design, or may cross train in both areas.

Essential Functions: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Completes designs for lighting, sound, special effects, and projections as assigned.
- Assists with maintaining performance spaces through troubleshooting, maintenance, cleaning and assisting with load-ins and strikes.
- Works with volunteers and youth on productions and work calls.
- Leads groups of volunteers and youth to help with various projects around the theatre.
- Collaborates with other design areas to create a unified design for productions. Works with others in the lighting and sound department to carry out department work.
- Problem-solves technical issues related to production lighting, sound, etc.
- Reads and creates CADD drafting to communicate and complete lighting and sound designs.
- Performs other related duties as assigned.

Position Requirements:

- Bachelor’s degree in Theatre Design or Technical Theatre is preferred.
- Working knowledge of Microsoft Office, including Email and calendar scheduling is required.
- Good interpersonal skills especially while working with employees, volunteers, and patrons.
- Strong communication skills.
- Team player and self-starter.
- Must have a valid driver’s license and be able to drive in the state of Michigan.

Physical Requirements:

- Requires frequent standing, walking, climbing, reaching, and bending as well as frequent lifting up to 50 lbs.
- Use of ladders for accessing items at height.
- The physical ability to travel between the various CIVIC building locations is required.

Work Environment:

- Work is primarily performed indoors.
- May be exposed to excessive noise during, installations, productions, and rehearsals.