

Theatre Production Internship

About the Arts Council of Fort Worth:

The Arts Council of Fort Worth is a nonprofit organization that was formed in 1963 to provide funding and leadership that would stimulate and assure the advancement of the arts throughout our community. Today, the Arts Council serves and responds to the needs of local artist, arts organizations, and residents through diverse channels, each with a significant impact on the quality of life in Fort Worth.

About the Fort Worth Community Arts Center:

The mission of the Fort Worth Community Arts Center is to provide a quality event, visual and performing arts venue for all of the community. The Arts Council manages the Arts Center, provides leadership and funding to local arts organizations through our competitive grants program and administers the Fort Worth Public Art program.

Term: Spring 2020 (January-May)

10-20 hours per week (hours are flexible)

Academic Credit is available, if needed

Internship Summary:

Fort Worth Community Arts Center Production Internship Program offers undergraduates, graduate students, and early-career professionals the opportunity to learn alongside professional artists and managers in the DFW Arts community.

The Arts Center internship program exists to provide you, the Intern, with valuable insight into various career paths, facilitate opportunities to make professional contacts, and equip you with marketable skills for future academic programs and employment opportunities in theatre and not-for-profit management. Our comprehensive program provides hands-on experience in theatre administration and production.

Key Responsibilities

- **LIGHTING/ SOUND** – Work in concert with the Production Manager, and Lighting Designers with general organization and maintenance of all lighting and sound equipment, hang, focus, programming and supervision of student crew for each production. Applicants should possess basic knowledge of theatrical lighting instruments and equipment (fixtures, FX, ETC ION/ Expression console), also possess knowledge of Sound Equipment (Microphones, Amplifiers, and various consoles) and be comfortable working at heights of 12 to 20 feet.
- **STAGE MANAGEMENT/PRODUCTION MANAGEMENT** – Work in concert with the Production Manager on administrative duties related to the daily operation of the production department and execution of all rehearsals and performances. In addition, interns will SM and ASM productions as assigned throughout the internship. Applicants should possess strong organization, communication and computer skills, knowledge of theatrical terminology, leadership abilities in running rehearsals and performances, ability to call a show, a calm demeanor, and should have their own vehicle and a valid driver's license.
- Provide assistance and support to clients.
- Assist the Production Manager and Business Development Manager carrying out operational tasks (e.g. by supporting regular classes; setting up, operating technical equipment, completing special projects.)
- Communicating with people using the center (including employees and external clients) at all levels about specific projects as well as general inquiries.
- Support the organization of special events (Holiday/Resident events, cultural events etc.). Also, research and suggest new special events.

Qualifications:

- Poised and professional demeanor
- Detail-oriented with organizational skills
- Strong computer skills including Microsoft Word, Excel, Outlook
- Basic computer design skills, familiarity with Adobe Photoshop and Illustrator is preferred
- Excellent written and speaking communication skills
- Ability to multi-task, work under pressure and meet required deadlines

To apply, please send a cover letter and your resume to nlopez@artscouncilfw.org