

Position Description

Job Title:	Scenic Design Intern		
Reports to:	Resident Scenic Designer		Full Time
Supervisory Responsibilities:	No	FLSA Status:	Exempt

Position Summary

The Kalamazoo Civic Theatre is seeking a skilled Scenic Design Intern to join its creative team. A successful candidate will have working knowledge of technical theatre, a positive attitude and an eagerness to learn all aspects of scenic design and scene painting in a fast-paced work environment.

Essential Functions:

- Create scenic and properties designs for Civic productions
- Meet with guest artists, directors and/or technical staff for each production to develop concepts and create thumb nail sketches, renderings, or models of design as needed
- Prepare full set of scenic draftings for each production
- Participate in all painting of scenery
- Responsible for making sure all elements of design are completed and ready for each performance of the production
- Assist in striking the sets and props
- Work with and supervise volunteers
- Maintain Civic production facilities (shop, paint rooms, properties storage, etc.)
- Assist properties master with construction, crafting, and sourcing of properties
- Oversee paint and props crews as assigned
- Other responsibilities as assigned by supervisor

Qualifications and Skill Requirements

- BA or BFA with emphasis on technical theatre and design
- Considerable experience and training in technical theatre and design
 - Prior realized design work in the field of scenic design is a plus
- Strong organizational skills
- Ability to interact with diverse audiences, including guest artists, staff, and volunteers in a professional and confidential manner
- Valid driver's license
- Familiarity with Photoshop, Vectorworks and/or AutoCAD preferred

Physical Requirements:

- Must be able to lift 40lbs
- The ability to climb and work from a ladder
- The physical ability to travel between the various CIVIC building locations is required
- Reasonable accommodations will be made to enable individuals to perform essential functions.

The Kalamazoo Civic Theatre is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive work environment that inspires all individuals and provides a work environment free of discrimination and harassment.