



Position Description

Job Title:	Technical Direction Intern		
Reports to:	Technical Director	Full Time	
Supervisory Responsibilities:	No	FLSA Status:	Exempt

Position Summary

The Kalamazoo Civic Theatre is seeking a Technical Direction Intern to join its production team. A successful candidate will have experience as a carpenter in a scene shop, take direction well, and possess the eagerness to learn all aspects of technical direction in a fast-paced work environment.

Essential Functions:

- Draft, construct and mount stage scenery for all productions and special Civic projects
- Function as TD for Civic Youth Theatre productions and up to 3 Civic productions
 - Based on Designers' elevations, ground plans, sketches and/or models and through discussions with the designers and directors, drafts all shop plans necessary for constructing, mounting and operating all stage scenery
 - Direct efforts to produce that scenery on stage and make it operational
 - Oversee the maintenance of scenery and technical elements of productions throughout their run as well as planning and supervising the strike and disposition of scenery, within Civic guidelines, after each show closes
 - In association with the Scenic Designer, determines and secures materials to be used in each set, how these materials are to be utilized, methods and practices to be used in the construction of each set, and basic standards to be met in the production of Civic scenery
 - Assists with the instruction of running crews
- Work under the supervision of the Technical Director and within the guidelines, standards and schedules set forth by the production team
- Participate in shop and equipment maintenance, material purchasing and stocking of supplies
- Assist, instruct and supervise volunteers who participate in shop activities
- Submit, in a timely fashion, all expenditure receipts to the Technical Director
- Assist with the supervision of apprentices, Civic Youth Theatre students and volunteers assigned to the scene shop

Minimum Qualifications and Skill Requirements

- Prior experience working as a carpenter in a scene shop
- Ability to supervise and train volunteers with little or no prior experience, including youth
- Must possess the ability to interact with diverse audiences, including guest artists, staff, and volunteers in a professional and confidential manner
- Must be willing to adapt to a very flexible work schedule
- Valid driver's license

Desirable Qualifications

- BA in Theatre or post-secondary theatre training
- Prior drafting and welding experience
- Working knowledge of various aspects of technical theatre, including design and construction

Physical Requirements:

- Must be able to lift 75lbs on a regular basis
- Must be able to get low to work on the floor
- Must be able to work on a ladder and at times carry items up on the 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.