

THE KALAMAZOO CIVIC THEATRE

Job Description

Date: April 25, 2006
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 if 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. Assists Technical Director with construction.
7. Performs all painting of scenery.
8. Assists with transporting and assembling sets from shop to stage.
9. Responsible for all set dressings needed for shows.
10. Assists in creating props list and helps properties crews acquire or build props.
11. Responsible for making sure all things are completed and ready for each performance of the production.
12. Assists Technical Director with making any repairs needed during the run of the show.
13. Assists in striking the sets and works with volunteers assigned to the show.
14. Maintains theatre facilities (shop, trap room, properties deck, etc.).
15. Takes on the responsibilities of Lighting Designer or Technical Director if assigned.
16. Responsible for overseeing all paint crews for Civic Youth Productions.
17. Prop or paint shows as assigned.

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.

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.