



*Where community, culture and creativity collide.*

**Overview:**

The Arts HUB is a nonprofit, educational arts center offering dynamic and diverse arts education programming for all ages. We work to create a world where the transformative power of the arts ignites growth and empowers individuals to be brave in expressing their unique creativity.

We are seeking a highly motivated intern with strong writing skills, teamwork ethic, creative skills, and a desire to improve their community.

**Position: Technical Theater Intern**

Working with the Technical Director and/or Production Manager, this intern provides support for technical theater projects related to our community theater program and our various youth theater programs. This position is not a paid internship.

**Responsibilities:**

- Assisting with building, painting, and decorating sets.
- Assisting with acquiring and building props.
- Assisting with acquiring and building costumes.
- Assisting with light hanging, focusing, and programming.
- Running the lightboard and/or sound board for our various theater shows.
- Serving as run crew for our various theater shows.
- Maintaining a clean and tidy backstage area.
- Maintaining an accurate inventory of costumes, props, and set pieces.
- Providing event support.
- Classroom, lobby, and theater set-up and clean-up.
- Depending on the interest and experience of the applicant, this internship may provide the opportunity to assist stage managers for our productions.
- Depending on the schedule of the applicant, this internship may provide classroom support for our Technical Theater after-school classes and summer camps.
- Other duties as assigned.

**Ideal qualifications:**

Proficient in Google Suite products, including Google Drive, Google Docs, and Google Sheets.

Extremely organized and detail oriented.

Strong mathematical skills and spatial orientation skills.

Self motivated.

Ability to meet deadlines.

Ability to work efficiently and with little supervision.

Ability to read a rendering or blueprint.

Proficient in the safe use of power tools and hand tools, including chop saws, impact drivers, drills, tape measures, etc.

Experience with ETC Element light board.

Experience with Behringer sound boards.

Experience with sewing machines.

Previous experience in set design, light design, sound design, and/or costume design is a definite plus.