

<b>Job Title:</b>	SUMMER INTERN
<b>Reports to:</b>	Technical Theatre Director ( <i>Don Wilson</i> ) Box Office Manager ( <i>Rob Karel</i> ) Managing Director ( <i>Lynne Brown-Tepper</i> )

### PRIMARY FUNCTION / SUMMARY

- The Summer Intern ("Intern") assists Circle Theatre staff in all areas of theatre business, including but not limited to:
  - o Assisting Technical Director in all technical areas
  - o Maintaining the facility in a safe and clean manner as directed by Technical Director
  - o Assisting in the Circle Theatre Box Office during regular business hours, as well as serving as House Manager for assigned production(s).

### MAJOR DUTIES / RESPONSIBILITIES

#### 1. Implementation

- a. Builds and installs all scenic elements according to Technical Director & Scenic Designer's instructions
- b. Cleans, paints and maintains facility as directed
- c. Runs errands as needed
- d. \*Additional duties may be assigned based on need and/or intern interest

#### 2. Box Office / House Manager

- a. Answers phone calls
- b. Assists patrons in purchasing tickets for production(s)
- c. Supervises & assists ushers and concession helpers
- d. Manages theatre house evening of assigned performance(s) including:
  - i. Security during performance(s)
  - ii. Sets house lights
  - iii. Assists with doors at intermission / post show
  - iv. Assists, as required by, stage manager & office staff
  - v. Locks theatre at end of night

#### 3. Financial

- a. Turns in all reimbursement receipts pertaining to approved production expenses with appropriate reimbursement form no later than seven (7) days post-closing of assigned production to the Circle Theatre Business Office
- b. If receipts & reimbursement forms are not turned in by the designated date, reimbursement for expenses is not guaranteed.
- c. Issuing of a replacement check will result in a \$25.00 lost check fee which will be taken out of the payment amount.

## **JOB SPECIFICATIONS**

### **KNOWLEDGE & EXPERIENCE**

- Past experience in theatrical scene shop
- General theatrical knowledge
- Valid state driver's license

### **SKILLS**

- Job Knowledge:
  - o Interest in and working knowledge of performing arts, specifically theatre
  - o Experience with standard scene shop tools
- Administrative Skills:
  - o Written communication
- Interpersonal Skills:
  - o Effective & appropriate verbal communication
  - o Understanding of good customer service
- Personal Qualities:
  - o Dependability
  - o Timeliness
  - o Tolerance for stress
  - o Initiative
  - o Commitment
  - o Troubleshooting / ability to "think on your feet"

### **WORK ENVIRONMENT**

- Theatre (Aquinas College Performing Arts Center)
- Theatre Technical Shop (Aquinas College Performing Arts Center)

### **SUPERVISORY RESPONSIBILITY**

- Lead by example for fellow interns and / or volunteers