

Friday, December 13, 2024

Production Intern

Company: Jacob's Pillow

Location: Becket, MA

Compensation: \$2856 stipend tax-exempt, scholarships available

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POSITION OVERVIEW

Production Interns work alongside Jacob's Pillow Production Staff as well as the visiting company's staff and artists to gain hands-on experience and knowledge about all aspects of the production process. Production Interns will complete seven (7) two-week rotations in which they will be the primary assistants to the Production Managers and departmental supervisors. During the pre-season Interns will assist the PMs and Supervisors in the planning, preparation, and advancing of the Festival, as well as participate in opening and preparing the Festival grounds, theaters and studios. During the festival they will continue to actively assist the managers and supervisors for what is upcoming as well as participate in the operation of the week's productions, events and activities. The focus of the internship throughout the summer will be to provide the interns with the basic understanding of how each department functions as well as provide them a deeper knowledge of the roles and responsibilities of Production Managers and Department Supervisors.

In addition to their assigned rotations each Production Intern will work with the Programming + Production Administrator and Director of Technical Production to develop an independent project to be completed by the end of the Festival. Interns will be encouraged to take full advantage of the Pillow's vast Archive when creating their project. While the production schedule and each theater and department's needs will dictate the intern's weekly schedule, time will be provided for completing the independent project as well as attending dance classes, talks, screenings, lunch & learns, performances. Throughout the summer production interns will have the opportunity to work with and learn from the dancers, artists, and staff from dance companies throughout the U.S. and the world.

RESPONSIBILITIES

General

- Maintain a safe, healthy, and accessible work environment at all times.
- Participate in the seasonal opening and closing of the Festival's performance spaces, studios, exhibition spaces, and temporary tents.
- Participate in the loading in and out of dance floors, soft goods, truss and chain motors, scenery as well as lighting & A/V systems in the Ted Shawn and Doris Duke Theatres.
- Participate in the loading in and out of dance floors, scenery, and audio systems at the Henry J. Leir Stage.
- Participate in the set-up, break down and operation of the Gala, residencies, special events, and JP produced parties.
- Participate in the set-up, break down, and operation of rain plan performances in the Perles Studio.
- Attend all all-department and all-staff meetings.
- Attend and participate in hands-on training and learning sessions led by Pillow Staff and visiting artists.
- Design and complete one dance production inspired independent project.
- As a member of the intern class, you will be required to participate in general festival-related duties that aim to broaden your scope and understanding of the various arts administration and production roles that exist within this field as time allows and requirements evolve. These will include but are not limited to giving campus tours, assisting with production changeovers in the theater, golf carting patrons, handing out tickets at will call, and other ways to interact with guests, moving chairs, setting up for events, errands, and transporting artists. Training will be provided prior to participation in these activities, and while these duties will be a part of your overall experience, you will still spend the majority of your time within your primary assigned role.
- 5-8 hours a week will be dedicated to participating in weekly seminars, career building conversations, attending dance classes, lectures, and performances.

Due to the flexible nature of the internship as well as the schedule of the festival not all interns will be able to participate in every rotation. Every effort will be made to prioritize rotations that best fit the intern's specific interest and possible career arc. Possible rotations include Ted Shawn Theatre (TST) Production Manager Assistant, Doris Duke Theatre (DDT) Production Manager Assistant, Henry J Leir Stage (HJL) & Events Production Manager Assistant, Lighting Supervisor Assistant, Wardrobe Supervisor Assistant, Audio Supervisor Assistant, Video Supervisor Assistant and Stage Operations Supervisor Assistant. The responsibilities of each rotation will vary depending on the schedule and the unique needs of each theatre or department. While far from an exhaustive list the following are some examples of responsibilities from each type of rotation:

- Attend advancing and production meetings with visiting companies and participate by taking notes.
- Attend departmental and interdepartmental planning meetings.
- Assist the PM/Supervisor in communicating with the production staff of visiting companies.
- Assist the PM/Supervisor in the creation and maintenance of administrative paperwork including but not limited to calendars, schedules, daily calls, labor plans, backstage run sheets.
- Actively participate in work calls, rehearsals and performances including as a member of the run crew, as needed.
- Assist the PM in maintaining each theater's systems and equipment.
- Assist the Supervisors in equipment maintenance and management.
- Assist the PM and House Manager in the efficient movement of patrons into the venues and coordinate with backstage personnel on starting times, late seating pauses, intermissions, etc.
- Assist the Supervisors in creating and maintaining technical paperwork, drawings and schematics.
- Participate in the planning of load ins and outs as well as changeovers.

REQUIRED QUALIFICATIONS

- 2 Years of collegiate or professional experience working in any department of technical theater.
- Ability to work proactively, creatively, flexibly and collaboratively.
- Interest in a career as a production or stage manager, departmental supervisor or other production leadership role.

PREFERRED QUALIFICATIONS

- Basic knowledge of general production standard operating procedures.
- Basic knowledge of stage systems and production equipment.
- Willingness to learn new skills and consider new approaches.

SKILLS & ABILITIES

- Committed to a culture of continuous learning and growth, with a focus on advancing Inclusion, Diversity, Equity, Accessibility, and Belonging efforts, while fostering a welcoming, equitable, and supportive environment where everyone feels valued.
- Good communication, critical thinking, and organizational skills.
- Ability to manage a flexible and fluid schedule that will change day to day and week to week.

WORKING CONDITIONS/PHYSICAL DEMANDS

- Office setting: Remaining in a stationary position for extended periods of time, moving within the office space as necessary. Shared working space with others in close proximity.
- Limited access to air conditioning in summer months in accommodations and office spaces.
- Frequent interruptions.
- Working regularly outdoors in all weather conditions, including inclement weather.
- Working regularly in wooded areas with exposure to native wildlife, including, but not limited to, rodents, ticks, and mosquitos.
- Move equipment across campus, with or without assistance, such as tables, chairs, event supplies, and production gear.
- Working a 6 day work week including early mornings, late evenings, and weekends.
- Working in show conditions with theatrical and atmospheric elements including but not limited to: fog, haze, strobes, dim lights, loud sounds.

*Not sure you meet 100% of the qualifications? Research shows that men apply for jobs when they fulfill an average of 60% of the criteria, but women tend to apply only if they meet 100% of them. Yet, people who are systematically marginalized tend only to apply if they meet every requirement. We encourage you to apply if you believe you could excel in this role. Please use your cover letter to tell us about what you hope to bring to this role. We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds. So, whether you're returning to work after a gap in employment, simply looking to transition, or taking the next step in your career path, we will be glad to have you on our radar.

APPLICATION PROCESS

Video and/or audio applications are welcome (though not required), in addition to written expressions of interest.

Interview Stages:

Part One - Invitation to a 30 minute Zoom interview with one member of the Production Department's full time staff.

Part Two - Invitation to a 45 minute Zoom final Interview with two members of the Production Department full time and seasonal staff.

Additional Documents: We may ask for a writing sample or a sample spreadsheet to better understand your expertise and fit for the role.

Accessibility Accommodations: Should you require any accommodations to facilitate your application, please don't hesitate to reach out to us at hr@jacobspillow.org. We are committed to providing support throughout the application journey, whether that's through email, a phone conversation, or a video call.

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