



Technical & Events Intern

Reports to: Technical and Events Manager

Salary: Unpaid Academic Internship

The Technical & Events Intern is responsible for assisting in the technical operations of our cultural arts center including lighting, sound, sets, displays, and necessary maintenance AND event support.

QUALIFICATIONS

- An interest in technical aspects of theatrical and music events

Position Description

Technical Intern will learn and be responsible for:

- Assisting in the design, set up, maintenance, and operation of lighting and sound systems for theatre, dance, music, and other productions and projects; assists staff, renters, and artists with technical matters
- Assisting in monitoring the condition of equipment including lighting, sound, and rigging equipment; assists with the arrangement for the repair and replacement within budgetary constraints; assists with preventive maintenance on equipment.
- Sets up/takes down performances/exhibitions/classes including equipment, dance flooring, instruments, etc.
- Helping as event intern with security, front desk help, or support staff when needed
- Helping out with construction, renovations and repairs to the theatre, galleries, studios or our National registry historic building
- Other tasks as assigned

DISCLAIMER

This list of elements, responsibilities, duties, requirements, or conditions is not exhaustive, but is merely the most accurate list of the current internship; and management reserves the right to revise the description or require that other tasks be performed when the circumstances of the internship change (for example, emergencies, changes in personnel, workload, or technical development).

**Work Schedule: Hours must be flexible but work takes place
Primarily Thursdays, 3pm-11pm; additional days as required.**

Fingerprinting and a criminal background clearance required.

Please email your resume and cover letter to Janette Pyun at janette@themuck.org