

INTERNSHIP DESCRIPTION

Position Title: Theatre Operations Technician

Organization: Grand Rapids Community Media Center

Department: Wealthy Theatre

Position type: PT Non-exempt Non-Paid Internship

Date Written: November 1, 2006

Reports To: Director of Theatre Operations

Supervises: Volunteers

Position Summary: Learning and performing tasks related to daily operations of a vintage theatre – including multimedia tasks, design and execution of some video and/or print design materials, event management, volunteer coordination and miscellaneous tasks related to basic theatre operations.

Essential Functions: Events coordination (evenings) will consist of opening the theatre prior to an event, interacting with / instructing volunteers, overseeing event and ensuring it runs well, finally closing up theatre after load-out. Volunteer coordination includes responding to signup emails, entering basic contact/interest info into database, determining which events need volunteers and scheduling them, providing training where necessary. Miscellaneous tasks may include anything related to daily operations, including but not limited to: setting up microphones, lights, chairs, tables, testing media; changing marquee listings; making promotional posters; answering telephone; giving tours; loading the concessions stand; clearing stage; etc. Day shifts (non-event shifts) will include a variety of tasks to perform during shift, along with normal volunteer coordination and promotional work, and other tasks.

Other Functions: Some interactions with prospective clients, representing organization, requires ability to communicate well. Some shifts will be a fast-moving event, others may involve setting lights or testing the audio board, or updating calendars, or managing the concessions stand. A part of a shift might involve breaking down cardboard boxes We'll also be creating video/audio promotional materials, ranging from DVD promos to telephone movie listings scripts.

Knowledge, Skills, and Abilities: Physically capable of lifting 25+ lbs., climbing and working briefly on a ladder (for lighting sets, setting marquee, etc.) Flexible schedule a plus. Willingness to tackle wide variety of duties, however big or small. Computer/internet skills. Ability to remain calm and troubleshoot basic audio-video issues as they arise (training can be provided.) ability to plan and schedule; good writing skills; knowledge of video and audio editing; alertness; people skills.

Advanced (Optional) Skills and Abilities: bilingual; Photoshop; lighting design; audio; advanced video editing; electrical skills; database entry; marketing and/or public relations experience.

The information included herein will be used for a number of purposes including, but not limited to, job evaluation, recruitment, and staff/intern performance review and development. The information will serve as a basis for evaluating this position and the relationship it has to other positions in the institution. The job description is intended to reflect the essential duties and the essential qualifications of the job being described. The job description is not an exhaustive statement of all the duties, responsibilities or qualifications of the job, nor is it intended to limit opportunities for necessary modifications. A job description should neither limit the staff member's opportunities to work creatively and collaboratively to solve problems nor limit the supervisor's opportunities to assign projects and on-going responsibilities to staff members, interns and volunteers..

FTE or projected hours: Varies Depending on Intern Requirements