



Fall 2025 Technical Theater Intern

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.

Working with the Technical Director and Production Manager, our Technical Theater Interns provide support for technical theater projects related to our community theater program and our various youth theater programs. This position is not a paid internship.

We are seeking two (2) highly motivated interns with strong writing skills, teamwork ethic, creative skills, and a desire to improve their community. The following responsibilities will be shared across the two interns based on their interests.

Major Responsibilities:

- Assisting with acquiring, altering, sorting, labeling, and building costumes for three (3) fall youth shows.
- Running the lightboard for our fall Thespians production (TBD) and for our adult community theater production of Into the Woods.
- Assistant stage managing our adult community theater production of The Sound of Music.
- Provide classroom support for our Stagecraft after-school class.

Other Responsibilities:

- Maintaining a clean and tidy backstage area.
- Maintaining an accurate inventory of costumes, props, and set pieces.
- Classroom, lobby, and theater set-up and clean-up for events and classes.
- 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.