Mission:
The Kauffman Center for the Performing Arts’ vision is to enrich the lives of everyone in our community through extraordinary and diverse performing arts experiences.

Production Management Intern:
The Kauffman Center for Performing Arts is seeking an enthusiastic, self-motivated individual who is searching for hands-on volunteer experience with arts management, company management and/or production management in a fast-moving environment from mid-May – mid-August 2022. Dates may be flexible to accommodate school schedules; please indicate availability in a cover letter.

The Right Candidate:
- Currently enrolled in a program in Arts Management, Stage Management, Theater Production or similar. Preference given to students in undergraduate programs at a university or community college.
- Should have a basic knowledge of technical theater production, including stagecraft, lighting, sound and/or video.
- Can commit to 10-15 hours (1-2 days) per week during the internship with some flexibility for select evenings or weekend events.
- Is flexible, dependable, detail-oriented and self-starting.
- Can uphold a high level of discretion as necessary.
- Must be able to manage multiple projects in fast-paced environment.
- Has computer skills, including a background with Microsoft Word, Excel and Outlook.
- Has an interest in working within a performing arts genre, such as concerts, dance, opera, theater or orchestra and/or corporate events.

Responsibilities and Outcomes:
- Shadow and assist with Production Management duties during Kauffman Center performances. Candidates will be immersed in general backstage operations and will be working toward fulfilling client expectations.
- Learn the venue’s scheduling software, Artifax and assist with upkeep of schedule and records within the software.
- Assist with inventory and maintenance of theatrical equipment.
- Attend client meetings as necessary.
- Assist with advancing events, writing agreements and event budgeting as necessary for show advancement.
- Document and archive productions through paperwork and digital filing.
- Additional duties as required based on interest and need.

Intern should be a local student who is available to work on-site. The Kauffman Center has many COVID-19 safety precautions required when on-site. The precautions will be discussed further during the interview process. Flexibility for select evening and weekend events is expected (ex: Future Stages Festival on Sunday, June 12, 2022).
Proof of full vaccination is required.

Compensation:

This is an unpaid internship but can be arranged for course credit. This internship is meant for the educational benefit of the candidate only and will not result in full time employment at the Kauffman Center.

The Kauffman Center for the Performing Arts seeks a diverse talent pool affording equal opportunity to all candidates without regard to race, color, age, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by law.

Application Process:

Please email a résumé and short cover letter to: Donna Miller-Brown, Production Services Manager at dbrown@kauffmancenter.org on or before Monday, April 4, 2022. No phone calls, please. All application items must be submitted as a complete package. On your cover letter, be sure to include why you want the position, relevant experience, computer skills and at least one professional reference. References will be checked, and interviews will be conducted.