



Title	Producing Intern	Weekly Hours	40
Department	Producing	Time Frame	5/27-8/19
Department Head Direct Supervisor	Branden Huldeen, Moira O'Sullivan TBA Seasonal Line Producer		

**Position Overview:**

The Producing Intern will shadow the Producing Team (Artistic Producer and Seasonal Line Producer) to learn about and grow skills as a regional theater producer from first rehearsal to closing night. This will include musicals, plays, concerts, cabarets and auxiliary artistic events.

*This internship is designed as an advanced field placement opportunity for candidates who are ready to enter the professional world. This position requires prior knowledge and experience and is best suited for recent graduates or students who have completed the majority of their undergraduate training, with proven experience in the field.*

**Primary Projects:**

- Assist Producing team on supporting production, tech and creative teams create the best productions possible.
- Work with Associate Producer on Cabarets and as Cabaret Talent Liaison.
- With support from the Producing team, take lead line producing responsibilities on at least one cabaret performance and additional auxiliary productions/events, such as writer talks and small internal performances.

**Additional Projects and Responsibilities:**

- Check-in on productions daily to ensure open communication and collaboration.
- Work with the Producing team to troubleshoot problems and prevent future issues.
- Shadow Producing Team on nightly check-ins with actors and staff.

**Job Requirements:**

- Love for producing theater and for working with artists

- Experience handling multiple projects at the same time and ability to prioritize on the fly.
- Comfortable working behind a desk or from the last row of a darkened theater or on the ground in the lobby before a show.
- Grace and kindness under pressure

**Ideal Qualifications:**

- Commitment to producing theater at a commercial or not-for-profit regional level.
- Hands-on experience creating theater.
  - Experience working in multiple off-stage, back of house, front of house and/or onstage in the theater.
  - Schedule flexibility to adapt to a constantly changing schedule.

**Skills the intern will develop or learn while in the internship:**

- Collaboration Management
- Group organization and goal building
- Significant producing skills applicable to other performing arts and special events.
- Professional communication skills for multiple levels of interaction from colleagues to higher-end talent.

**Example "Day in the Life:"**

Of all of BSC's internships, this one has the most inconsistent schedule from day to day because the day of a producer is shaped by the needs of the productions and our artists that day. The Producing Office tends to start their days later than others in the office as we tend to work later into the evening. The first part of the day is normally catching up on emails and checking in as a team before we spend the afternoon checking in on shows/performances/shops/rehearsals. We then tend to have a break for a couple of hours before checking in on an evening performance or tech rehearsal.