



Production Assistant Internship

Job Description:

Aletheia. Dance, Inc is in the process of seeking a Production Assistant to work alongside our Performance Producer. Therefore, we will be hiring interns until we find a good, strong candidate to hold the position. The Performance Producer coordinates all Aletheia Performances, and the Production Assistant will assist in coordinating all events. They complete the following tasks:

- Seeking performance venues for the Arts Administrator to book
- Recruiting Show Staff & Vendors
- Show Staff & Vendor Walk Thru/Orientation
- Care packets for show staff
- Orchestrating our production schedule
- Coordinating the performance theme and show order
- Lighting Design & Sound
- Gathering & Editing music and voice overs
- Communicating with our contracted costume designer
- Ticket Sales & Seating Arrangements
- Program Ads
- Post-production/Editing
- Additional light projects

Report to:

Artistic Director/Producer

Assistant:

Administrative Assistant

Hours:

Production Assistant Intern will work out their weekly schedule with the Artistic Director & Administrative Assistant. They have the option to work from home or on site.

Hourly Rate:

- Resume building, hands on experience
- Letter of recommendation
- Course credit (for students)
- Free dance and acting classes
- Compensation for gas
- Breakfast, lunch, or dinner (depending on scheduled shift)

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