

**Position Title: Production Intern – Dr. Mindy Goldberg Rose Internship**

**Department: Production**

**Classification: Part Time Exempt, up to 20 hours per week, 12 weeks**

**Reports to: Production Manager**

**Location: On-Site**

### **About the Arden**

Founded in 1988, Arden Theatre Company is a professional regional theatre offering the highest quality theatrical productions and educational programs to the artists, audiences, and students of Greater Philadelphia. Each year, we produce the Mainstage season and Arden Children's Theatre, the city's first resident children's theatre. From our productions that reach over 100,000 audience members each year to our educational outreach programs that inspire and empower 6,000 students in schools across our region, the Arden stands out as a haven for shared stories and a vital incubator to create new work.

The Arden has been an important force behind the vitality of the Old City neighborhood and in the Philadelphia cultural landscape. In the 2023 / 2024 season, the Arden produced seven Mainstage and two Arden Children's Theatre productions, resulting in 375 performances seen by more than 85,000 people.

### **Mission**

Arden Theatre Company is dedicated to bringing to life great stories by great storytellers on the stage, in the classroom, and in the community.

**Great stories on the stage:** We produce a wide range of stories in a variety of styles: classic and contemporary, intimate, and epic, fiction and nonfiction, musical and dramatic. Producing the great playwrights allows us to measure ourselves against the masters of our craft while sharing the voices of new writers gives us the opportunity to shape the future of American theatre. We embrace stories for audiences of all ages and bring the same artistic quality to all our work.

**Great stories in the classroom:** Kids are celebrated at the Arden. We nurture curiosity, creativity, and confidence through our educational programming. We foster connections between theatre and reading and promote literacy for our young audiences. We reach thousands of students each year, introducing many of our region's kids to theatre for the first time.

**Great stories in the community:** We believe in the power of stories to bring people together. We work to build a vital community of artists who excel creatively through shared experiences and with whom our audiences identify. The Arden strives to be Philadelphia's hometown theatre; we seek community partnerships and collaborations, make our work affordable and accessible, and train the next generation of theatre leaders, contributing to the region's cultural landscape.

### **Position Summary**

The Production Internship is open to early career professionals interested in beginning careers in theatrical production. Internships may be for credit with a student's college or university, or for academic purposes with a student's academic coursework, but credit is not required. Reporting directly to the Production Manager, the Production Intern works closely with production shop heads to realize technical aspects of Arden mainstage and children's theatre productions.

## **Essential Duties and Responsibilities**

- Assist with the day-to-day operations of production departments. Interns are needed for the following areas: scenic construction and installation, props, lighting and/or costume construction as directed by the Production Manager.
- Maintain a safe working environment

## **Competencies**

- Have a positive, team-oriented attitude. Actively and positively interacting with all of Arden's departments, creating a collaborative environment within both the department and the company
- Be someone with initiative, creativity, and a collaborative spirit. Must have the ability to work within a fast-paced, dedicated team—rolling up your sleeves must be a favored tactic.
- Be willing and able to work flexible hours/days reflective of the dynamic schedule of a theatre, which includes a variety of hours, including evenings and weekends.
- Be proficient in Office 365, Google Drive, Zoom, and other cloud-based applications
- Must have strong communication skills
- Express a passion for theatre in the Philadelphia cultural community with a genuine interest in becoming a driver of Arden's mission and vision.

## **Work Environment**

- Interns work in shops (carpentry, paint, props, costumes, lighting), theatre, and office environments.
- Indoor environments, some with low light and confined spaces.
- Stairs, ladders, and catwalks.

## **Physical Demands**

- Must be able to lift and move 50 pounds
- Must be able to safely operate standard power tools, both stationary and portable, as expected to be found in a typical theatrical prop, scenic or costume shop
- Must be comfortable with heights at or above 24 feet

## **Other Duties**

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

## **Compensation**

Compensation for this position is \$12 per hour, up to 20 hours per week with a contract of 12 weeks.

## **Application Process**

Applicants should submit a cover letter, resume, letter of recommendation and completed application to [intern@ardentheatre.org](mailto:intern@ardentheatre.org)

We are currently accepting applications for winter and spring internships until positions are filled.

***Arden Theatre Company has instituted a mandatory COVID-19 vaccination policy for all employees; the successful candidate must provide proof of vaccination prior to beginning work and must agree to adhere to all Arden Theatre Company's safety protocols.***

***Arden Theatre Company is an Equal Opportunity Employer committed to providing an environment of mutual respect. Equal employment opportunities are available to all applicants without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, veteran status, and any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the theatre industry are strongly encouraged to apply.***