



Job Title:

Performing Arts Intern

Reports to:

Program Director

Position Summary:

Under the direction of the Program Director, the Performing Arts Intern will assist in planning, organizing, and implementing the summer musicals for the community. We are seeking an enthusiastic and talented intern to assist in various aspects of our summer musical production. This internship offers a unique opportunity to gain professional experience in musical theater, develop skills in performance and production, and to work alongside others in the industry.

Qualifications:

- Must be at least 18 years of age.
- Currently pursuing or recently completed a degree in Performing Arts or a related field.
- Strong communication and interpersonal skills.
- Strong organizational and multitasking skills.
- Passion for musical theater and performing arts.
- Ability to work independently and as part of a team.
- Ability to work with patrons and staff and exercise good judgment when interacting with people.
- Experience working with children in a coaching, mentoring, or teaching capacity is a plus.
- CPR and First Aid certified, or the willingness to obtain certification upon employment.
- Must have a valid driver's license.
- Ability to lift up to 50 lbs.

Duties and Responsibilities:

- Assist in rehearsals, including script readings, choreography, and vocal coaching sessions.
- Support directors, choreographers, and stage managers in day-to-day operations.
- Help with set design, costume preparation, and props management.
- Assist with administrative tasks such as scheduling, script distribution, and production logistics.
- Monitor participant engagement and provide feedback for program improvement.
- Support marketing efforts, including social media updates, flyers, and newsletters.
- Provide general support during tech rehearsals and live performances.
- Provide customer service and respond to inquiries from participants, parents, and community members.
- Maintain records, reports, and documentation related to program activities.
- Perform other duties as assigned by the Program Director.

Hours:

- Typical work week up to 25 hours not to exceed 40 hours per week.
Availability to work flexible hours, including evenings and weekends.

Pay Scale:

\$10 - \$12 per hour depending on experience and knowledge.

Please submit your resume to Seth Carey at scarey@maizerec.com. This position is open until filled.