

The Fort Worth Community Arts Center Production Internship Program

Fort Worth Community Arts Center (FWCAC) Production Internship Program offers undergraduates, graduate students, and early-career professionals the opportunity to learn alongside professional artists and managers in the DFW Arts community.

The FWCAC internship program exists to provide you, the Intern, with valuable insight into various career paths, facilitate opportunities to make professional contacts, and equip you with marketable skills for future academic programs and employment opportunities in theatre and not-for-profit management. Our comprehensive program provides hands-on experience in theatre administration and production.

A FWCAC INTERN

A FWCAC intern will gain experience primarily through hands-on involvement in departmental or organizational projects and by participating in various day-to-day operations. As a FWCAC intern, you are completely integrated into the company and are considered a vital member of our team. You will participate in all department meetings, as well as all-staff events and special events.

BENEFITS FOR A FWCAC INTERN

As a FWCAC intern, you will receive school credit for your internship in accordance with your institution's crediting requirements. You will have the opportunity to attend select special events, including First Rehearsals, Invited Dress Rehearsals, Opening and Closing Nights, and Gallery Nights.

APPLICATION & DEADLINES

To apply, please email completed applications to our Technical Production Manager JLeyva@artscouncilfw.org with subject line "LAST NAME, FIRST NAME Internship Application". We prefer applications be sent as a single PDF file, including at least one letter of recommendation. If your recommendation provider prefers to submit the letter confidentially, please ask them to submit it via email, and to include your full name in the subject line.

Applications must include:

- Cover Letter
- Resume
- At Least One Letter of Recommendation

**FWCAC offers a variety of internship contract lengths catered to your specific needs.*

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Key Responsibilities

- -LIGHTING/ SOUND – Work in concert with the Production Manager, and Lighting Designers with general organization and maintenance of all lighting and sound equipment, hang, focus, programming and supervision of student crew for each production. Applicants should possess basic knowledge of theatrical lighting instruments and equipment (fixtures, FX, ETC ION/ Expression console), also possess knowledge of Sound Equipment (Microphones, Amplifiers, and various consoles) and be comfortable working at heights of 12 to 20 feet.
- STAGE MANAGEMENT/PRODUCTION MANAGEMENT – Work in concert with the Production Manager on administrative duties related to the daily operation of the production department and execution of all rehearsals and performances. In addition, interns will SM and ASM productions as assigned throughout the internship. Applicants should possess strong organization, communication and computer skills, knowledge of theatrical terminology, leadership abilities in running rehearsals and performances, ability to call a show, a calm demeanor, and should have their own vehicle and a valid driver's license.

Role Description

- To provide assistance and support to FWCAC members (people using the center).
- Assist the Production Manager and Business Development Manager carrying out operational tasks (e.g. by supporting regular classes; setting up, operating technical equipment, completing special projects.)
- Communicating with people using the center (including employees and external clients) at all levels about specific projects as well as general inquiries.
- Support the organization of special events (eg Christmas and Easter parties, cultural events etc.). Also, research and suggest new special events.
- Monitor and help resolve building maintenance issues, with a particular emphasis on potential health and safety related issues.
- Research, design and teach/facilitate at least one workshop or group (optional).
- Collaborate with the Production Manager and Business Development Manager to ensure the high quality of FWCAC services (collecting member feedback on classes, suggesting ways to improve reception of members etc.).

Training and support

- Full induction training for the systems, operations and organizational ethos of Fort Worth Community Arts Center.
- Periodic meetings with the Production Manager to ensure you are being well supported and the role is meeting your needs wherever possible.
- Opportunity to attend partnership and tutor meetings.
- At least one training course/workshop (more depending on availability)