



## Center for Puppetry Arts Production Internships Electrics Internship

The Center for Puppetry Arts is a not for profit multi-division company featuring a production department along with museum and education departments. The production department produces an average of 8 new works and/or remounts per season. In addition to in-house productions, the Center also hosts a wide variety of guest artists and event rentals.

The Electrics division of the Center is responsible for overseeing the operations and maintenance of lighting, audio and video for the production department. The Production Department operates two theatres (330 and 175 seat) that employ show automation control to co-ordinate audio, video, and lighting cues. The Center also runs a full complement of wireless microphones and a healthy inventory of lighting equipment for its productions. In addition to working with show operation hardware, the electrics department is called upon to create unique solutions for the technical needs of puppet theatre as well as ways to allow multigenerational equipment to work together efficiently. Occasionally, the electrics department is also called upon to work with the museum to assist with maintenance and the creation of new exhibits.

Production Internships may be customized to accommodate intern's and Production Department's needs. As a guideline, interns will work 20-25 hours per week during the current quarter/semester. Those hours may be worked in any combination at the discretion of the intern and the supervisor.

Interns completing the full requirements of the internship will receive a \$200 stipend at the end of the internship. In addition, the intern will receive 4 free tickets to all Family Series performances and 2 free tickets to all adult performances during their internship, as well as a 20% discount in the Center's Museum Store.

The Electric Intern's primary responsibilities will be to assist in the normal operations of the electrics shop.

They will include but are not limited to the following:

- Help to maintain and organize the shop, keeping it in a state of readiness for upcoming events
- Prep upcoming shows (building practicals, pulling gear, cutting gel, etc.)
- Assist in the changeover of shows which includes installing the lighting, audio, and video needs for the production.
  - Hang, circuit, and focus lighting plots
  - Preparing sound systems for rehearsals and performances
  - Hang and focus of video projection equipment
- The repair and maintenance of equipment
- Fulfilling the electric needs for other Center activities (events, tours, etc.)



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Depending on skill level and availability other opportunities may be possible. These opportunities could include:

- Being Assistant Master Electrician for shows
- Event Technician, which would include sound and lighting operation
- One on One Q&A session with show designers
- Console programming
- Q-lab programming

### DESIRED QUALIFICATIONS

- Two years of formal theatre education or professional experience
- Skills in lighting and sound system operations
- Skills in electrical, audio, and video wiring
- Skills in trouble shooting and problem solving
- Motivated and responsible
- Comfortable working on ladders
- Ability to lift and carry a minimum of 25 pounds regularly
- Knowledge of PC and Mac platforms
- Knowledge of Vectorworks, Lightwright, and Q-lab

### REQUIRED APPLICATION MATERIALS

- Cover Letter
- Resume
- College Transcripts
- Course Requirements (if applying for school credit)

### PLEASE SUBMIT ALL MATERIALS TO:

**Email:** [internship@puppet.org](mailto:internship@puppet.org)

**In Subject Line:** "Name" – "internship applying for"

(Example: John Smith – 2019 Summer Performance Internship)

**No Phone Calls Please**

If you have questions, please email Kenny Baker at  
[internship@puppet.org](mailto:internship@puppet.org)