

Production/Operations

The following placements are available in the Kennedy Center Production/Operations department

Production Intern

Description: The Kennedy Center Production Department is a busy, fast-paced group that supports all of the other departments in the production and presentation of shows and events in the Kennedy Center. The Production intern becomes an integral part of the department in assisting on all aspects of production: scheduling, logistics, and technical production in Union theaters. Each internship is designed around the skills and interests of the candidate. Past interns have had opportunities to assist scenic designers, stage managers, and production managers on various shows or festivals, in addition to providing administrative support to the Production Department. The intern will develop an understanding of how a show is presented or produced, improve communication skills, and expand organizational and logistical skills.

Learning Objectives:

1. Artist Communication
2. Problem Solving
3. Personal Presentation Skills

Placement Projects: In addition to administrative duties as assigned, the Kennedy Center Production Intern will contribute to the following projects during their internship experience:

- *Demonstration/ Observation*
 - **Initiative 1:** Rehearsal Room Schedule/ Confirmation
Applicant takes requests and responds in a business formal way to Rehearsal Room requests by checking availability against the Rehearsal Room calendar.
 - **Initiative 2:** *Union Rules/ Budgets*
Applicant will learn Union rules and terms of the agreement between The Kennedy Center and the I.A.T.S.E Unions and apply those to completing a budget for an incoming show.
 - **Initiative 3:** *Production Managers & Houses*
Applicant will spend one day with each Production Manager learning about their responsibilities as they relate to each of the respective houses.
- Integration
 - **Initiative 1:** *Special Interest Coordination*
Applicant will be able to take the information from Production in regards to their special interests and communicate clearly with each artist as needed.
 - **Initiative 2:** *Special Interest Interviews/ Opportunities*

Applicant will have the opportunity to set-up interviews and speak with professional in their special interest field. Should the opportunity arise, working with or shadowing of professionals may be arranged based on the opportunities deemed fit by the applicants abilities and Production Department.

Ready to apply?

[Click Here](#) to visit our website and submit an online application!