PRODUCTION INTERN

<table>
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<th>Position Status:</th>
<th>Internship</th>
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<td>Hours of duty:</td>
<td>7.5 hours per day. 1 day per week over 8 weeks</td>
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POSITION PURPOSE
The Production Intern position is an unpaid role in the PACT team and is responsible for assisting the Venue Technical Supervisor to deliver technical and production support to PACT’s artists and program, and maintain and manage a safe and effective venue.

RELATIONSHIPS
The Production Intern reports directly to the Venue Technical Supervisor and indirectly to the General Manager.

MAJOR RESPONSIBILITIES
Under the supervision of the Venue Technical Supervisor, the Production Intern:
- Assists with managing bump-ins and bump-outs
- Assists with the delivery the annual maintenance plan
- Assists with the delivery of technical management elements of the program
- Assists with the delivery of production management elements of the program
- Assists with the delivery of stage management elements of the program

ENVIRONMENT & POSITION CHALLENGES
PACT centre for emerging artists is an Incorporated Association and governed by a Board of Directors. PACT is a small organisation with an annual turnover of around $400,000 p.a. PACT receives funding from the Australia Council and Arts NSW and is supported by the Council of the City of Sydney through an accommodation grant.

PACT has a small permanent staff of five including three part-time positions. Staff are located in an intimate office space, where close working relationships, open communication and a sense of humour are essential to the maintenance of a creative and calm environment.
KEY SELECTION CRITERIA

POSITION: Production Intern

Knowledge of:
• At least one element of technical theatre (lighting, sound, audio visual)
• Back of House protocols
• Basic Workplace Health and Safety

Essential skills and attributes:
• Must have been involved in at least one production in either a technical, production management or stage management capacity
• Ability to follow safety protocols
• Basic computer skills – e.g. word processing, web searches
• Reliable
• Hard working

Desired skills:
• Scheduling
• Ability to work at heights
• Basic knowledge of theatre equipment
• Bump-in and Bump-out protocols