

# PRESCOTT PARK ARTS FESTIVAL

## 2025 Production Internship

**Prescott Park Arts Festival**, a well-established and dynamic non-profit performing arts organization, is seeking a Production Intern for the 2024 Summer Season. This intern will join the experienced, fun, award-winning, and fast-paced team responsible for organizing this popular summer Seacoast tradition that features over 70 diverse performances from June through October each year. Events include weekly concerts, food and music festivals, movie nights, a mainstage musical production, and more!

Prescott Park Arts Festival has emerged as a cultural leader in the Seacoast, and reaches nearly 150,000 people through its events, all offered for suggested donation in Portsmouth's beautiful downtown Prescott Park. The Festival's contribution to the local economy in show and visitor related spending has swelled to \$7.5 million annually.

### Internship Description Details

This position calls for a dedicated, hard-working individual to assist the Production Staff in the preparation and execution of PPAF's 2024 Summer Season. This person will provide assistance for the River House Concert Series, Summer Mainstage Musical, Movie Series, and the other community events that the Festival produces during the summer. The Production Intern will serve as an essential member of the production team, working with and learning from all members of the production staff, while reporting directly to the Theatre and Concert Production Managers. This intern must be willing to multitask and apply great organizational skills. The Production Intern will learn what it's like to work and thrive in a fast-paced environment, and it is critical that they are enthusiastic about the technical and creative aspects of live-entertainment production, including concerts, theatrical productions, dance, and more.

### **Please note:**

- **All internships at PPAF are unpaid.**
- **Applicants must be seeking course credit from an accredited college or university.**
- **The Production Intern must have demonstrated success in production work or be working towards a degree in an area of live event production.**

### **Internship responsibilities include, but are not limited to:**

- Assisting the Theatre and Concert Production Managers and Technical Director with overall seasonal preparations
- Assisting the Theatre and Concert Production Managers and Production Assistants with the execution of musicals, concerts, movie nights, and community events
- Be present during all technical rehearsals for the Mainstage Musical Production as needed

- Act as an understudy for members of the Musical Production's backstage crew, and offer additional support as needed
- Liaising with the Theatre and Concert Production Managers and Concert Production Assistant to meet all hospitality requirements of incoming Festival performers, including being present at all concert production days to offer assistance as needed
- Assisting the Production Assistants in preparing the backstage area for artist arrival on performance days
- Assisting in maintaining cleanliness of all performance spaces and areas where performers will be (setup, cleaning, staging hospitality, etc.)
- Assisting with load-ins and strikes for the season and for individual performances throughout the summer
- Will complete all production-related tasks as assigned
- Will complete a final project, designed and developed in collaboration with the Theatre and Concert Production Managers and an advising faculty member from their college or university

**Preferred skills and other requirements include but are not limited to:**

- Enthusiasm for live event production
- Demonstrated success in previous production work or be working toward a degree in production
- Detail-oriented with the ability to work independently and as part of a team
- Access to a vehicle whenever scheduled on-site is preferred
- Willingness to perform, at times, physically demanding tasks, with the ability to lift items potentially weighing up to 50 pounds
- Comfortable standing and walking outside on uneven ground and other surfaces
- Able to endure working outside in, at times, extreme heat and/or inclement weather conditions
- Desire to learn and participate in all aspects of production for live entertainment
- Availability during the week and on weekends for both daytime and evening hours (schedule to be determined with Theatre and Concert Production Managers)
- A sense of humor and joy for the job!

*Prescott Park Arts Festival is deeply committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. We strongly encourage those with the following identities to apply: Black, local Indigenous, people of color and people with intersecting identities including LGBTQIA+, women and non-binary people, people living with disabilities and others with lived experience being part of marginalized communities.*

**Please submit a cover letter, resume, and at least one letter of recommendation from a current or former faculty member to Ro Gavin, Theatre Production Manager at Prescott Park Arts Festival, at [theatricalpa@prescottpark.org](mailto:theatricalpa@prescottpark.org). No phone calls please.**