



DES MOINES METRO OPERA

Job Description: Production Management Intern
Reports To: Director of Production, Assistant Production Manager

Summary:

Des Moines Metro Opera is a major summer opera festival located in Indianola, IA. The Company produces 3 new productions each season in a summer repertory schedule as well as a smaller scale chamber sized production in the 2nd Stages Series. Our 51st mainstage season includes a rental production of Bizet's Carmen, new production of Bartok's Bluebeard's Castle, and a new production of Prokofiev's Love for Three Oranges. The 2nd Stage Series includes a production of Redler's The Falling and The Rising which will be presented at Camp Dodge, as well as Kander's *dwb* (driving while black) which will be presented at three different community locales. The dates for DMMO's 51st Summer Festival are May 29 – July 28, 2023.

Des Moines Metro Opera's Design & Production Internship is a concentrated nine-week training and work program. Over the nine weeks interns participate in talkbacks with directors, designers, and production staff. Interns also attend several classroom workshops including refining a resume and portfolio, networking, websites, freelancing, and production contracts; as well as receive hands-on instruction in skill-based workshops which include rigging for the stage, welding, and stage painting. All the while interns are working alongside 50+ staff and design members from professional theatre and production companies, helping interns expand their professional network of contacts.

Principle Duties and Responsibilities:

- Assist the Production Team in managing all aspects of the festival season including but not limited to preparing the Blank Performing Arts Center for different events, tracking hours and budgets, and scheduling.
- Attend and take notes at all production meetings.
- Take food or supply orders as needed and picking up orders in a company car.
- Help circulate paperwork (schedules, health notices, etc.) to all department offices.
- Assists in picking up and dropping off rental vehicles throughout the season.
- Attend all Intern Talkbacks and Workshops.

Essential Job Functions:

Works with creative teams and performers, independently utilizing their creative ability and artistic judgment to achieve a successful interpretation of designs for new productions. Consults with and updates the Director of Production and Assistant Production Manager and keeps them informed of all stages of production.

Compensation:

Daily stipend of \$75/day during the festival season.

\$225 travel stipend to be paid upon arrival.

DMMO will provide single occupancy air-conditioned dormitory style housing during the festival season.

Qualifications and Skills

Any Combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- Currently enrolled in or graduated with BA/BFA in Theatre or equivalent professional experience
- 2 years of experience in production, stage, or theatre management
- Valid U.S License with clean driving record
- Excellent verbal and written communication skills
- Must be at least 18 years of age to apply

Application Process:

Submit resume and [Design & Production Intern Application](#) via email or by mail to:
Des Moines Metro Opera
Attention: Bridget Anderson, Assistant Production Manager
106 West Boston Avenue
Indianola, IA 50125
production@dmmo.org

Deadline:

Applications will be accepted until the position is filled. Applicant screening process begins immediately.

As an Equal Opportunity Employer, Des Moines Metro Opera celebrates diversity and inclusion. We do not discriminate against any employee or job applicant on the basis of race, color, religion, national origin, creed, gender identity, sexual orientation, pregnancy, disability, age, veteran status, political affiliation or philosophy. All qualified applicants are encouraged to apply.