



**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 3-4 new productions each season in a summer repertory schedule, presented within the intimate 467-seat theatre at the Blank Performing Arts Center. Our 53<sup>rd</sup> season includes Wagner's *The Flying Dutchman*, Janáček's *The Cunning Little Vixen*, and Stravinsky's *The Rake's Progress*.

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.

**Dates of Internship:**

Monday, May 26 – Friday, July 25, 2025.

**Compensation:**

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

\$300 travel stipend to be paid upon arrival.

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

**Skills and Knowledge**

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.

**Physical Requirements and Working Conditions**

- Ability to lift 50 pounds unassisted or with the help of a team
- Ability to hold and operate hand, air, and power tools is a bonus
- Work includes being in an open air environment during the summer.
- Work includes periods of standing, working in low light, and climbing stairs/ladders.

**Application Process:**

Submit resume with 3 references and cover letter via email with the subject line "PM Intern" to:  
Production@dmmo.org

**Deadline:**

Applications will be accepted until the position is filled. Applicant screening process to begin 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.