

## **Production Intern**

### **Charlottesville Opera**

**Dates:** June 5 – July 21

**Location:** Charlottesville, VA

**Compensation:** \$2,500–\$3,000 (based on experience)

### **Position Overview**

Charlottesville Opera seeks an organized and proactive Production Intern with an interest in stage management to join our summer season. This position provides hands-on experience supporting the stage management team in both rehearsal and performance settings, offering valuable insight into the coordination and execution of professional opera productions.

The intern will work closely with an experienced Stage Manager, assisting in maintaining an efficient, welcoming, and well-run rehearsal environment, with responsibilities transitioning to backstage support once performances move into the theater.

### **Key Responsibilities**

- Assist with rehearsal room setup and daily management
- Support stage management with organizational tasks and communication
- Oversee snack setup and replenishment for artists and staff
- Maintain cleanliness and order in rehearsal spaces
- Manage and organize nametags and materials
- Provide occasional front-of-house support, including door duty
- Transition to backstage and production support following load-in
- Assist with general production needs as assigned

### **Qualifications**

- Must be 18 years of age or older
- Awareness of stage management practices and responsibilities
- Strong organizational and communication skills
- Ability to lift up to 50 pounds
- Ability to climb stairs and work in a physically active environment
- Positive attitude, reliability, and attention to detail
- Ability to work both independently and collaboratively
- Must reside in the Charlottesville area and have reliable transportation

### **Time Commitment**

- Approximately 30 hours per week
- Availability required from June 5 through July 21

### **Requirements**

- One professional reference who can speak to relevant experience

### **What You'll Gain**

- Hands-on experience in stage management within a professional opera company
- Mentorship from an experienced Stage Manager
- Production credit in the season program

### **How to Apply**

Interested applicants should submit:

- A brief paragraph expressing interest
- A current CV
- One reference

Please send materials to: [leanne@charlottesvilleopera.org](mailto:leanne@charlottesvilleopera.org)

Applications will be reviewed on a rolling basis, and the position will be filled once a suitable candidate is identified.