



**BERKS ARTS COUNCIL
PRODUCTION ASSISTANT INTERNSHIP OPPORTUNITY**

Details

Title of Internship

Production Assistant

Location

Berks Arts Council; 201 Washington Street, Suite 523; Reading, PA 19603

Internship/ Start and End Date

Monday February 04, 2019 – Friday April 26, 2019;

Twelve (12) hours per week prior to Event: Additional hours (late night and weekends) during Event

No Internship Tasks during Spring Break

Description- Production Assistant

Want to learn more about music event planning and implementation?

Founded in 1971, the Berks Arts Council's (BAC) mission is to cultivate, promote and support the arts in our Community through collaboration, education and presentation.

The Berks Arts Council presents three major events Berks Jazz Fest, Reading Blues Fest, Bandshell Concert Series.

The Production Assistant reports to the Production Manager and assists and supports the Production Manager and the Berks Arts Council Staff in all production, artistic and administrative functions.

What You Will Learn

How to create in-depth Event planning and scheduling for a multi-day multi-venue event.

Review, analyze and implement performance contracts and artist's riders.

How to develop relationships and communicate accurate information between volunteers, vendors, production crews and event management personnel.

The Elements of a Contract and their practical applications



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Responsibilities

Logistical planning for Events= 50%

Assist with the creation, distribution and management of Production-related contracts.
Assist with maintaining the Production Calendar and the time-line of Production implementation
Assist with creating Event Production schedule, in communication with Festival Volunteers, Transportation, Hospitality and Rooming Staff

Event Execution= 25%

Attend Event Production meetings and required availability during the Ten (10) day Event (long hours).
Assist Production Manager during the Event including working with sound, lighting and production personnel pre, during and post Event performance

Relationship Building and Communications= 10%

Communication of accurate information to local, regional, national and international performers pre, during and post Event performance
Assist with creation and implementation of production expense budgets for Special Events

Berks Arts Council (BAC) Staff support= 15%

Assist Berks Arts Council (BAC) Staff with other duties including clerical work, event merchandising, Educational committee support, Front of House (FOH) venue set-up

Required Knowledge and Skills

A desire to learn and accept direction
Proficient computer skills with word processing and spreadsheet software.
Understanding, implementation and usage of Microsoft OFFICE Suite (WORD, EXCEL, PUBLISHER)
Great interpersonal communication skills
Ability to work in a team oriented situation with rapidly changing environment.

Must be able to perform moderate lifting/moving of equipment
Must have own transportation and a smart phone that you are willing to utilize as part of your internship

How to Apply- ALL INFORMATION MUST BE RECEIVED BY NOVEMBER 15, 2018

Please send resume and availability information to:
Gary Spencer, Production Manager-Berks Arts Council
spencer@berksarts.org; 610.898.1930 x 24-(office direct)