

POSITION:

Production Internship



JOIN OUR TEAM!

At Charter Arts, creativity and community abound! Help us ensure that ALL of our students have access to a rigorous and engaging learning environment in a creative, inclusive, and collaborative arts high school.

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www.CharterArts.org

- VISION:** To develop the next generation of collaborative artists and innovative thinkers who will impact the world with their unique vision and voice.
- MISSION:** Lehigh Valley Charter High School for the Arts provides a unique environment that fosters a creative, academic approach to learning and a development of talent in the arts. Built upon passion, discipline and a commitment to excellence this integrated educational experience inspires all students to believe in themselves and what they can accomplish.
- TO APPLY:** Submit your cover letter, resume, three letters of recommendation, certification (if applicable), and clearances as one PDF document to jobs@charterarts.org by no later than Friday, November 12, 2021.

Lehigh Valley Charter High School for the Arts (Charter Arts) is a non-profit 501(c)3 tax-exempt corporation founded in 1998. Charter Arts is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

<p>Job/Position Specific Requirements:</p> <ul style="list-style-type: none">• Prior experience utilizing heavy machinery, both cleaning and shop tools, required• Technology experience required to manage the Charter Arts Box Office• Flexibility in work hours needed during the day, evenings, and weekends
<p>Reporting Relationship(s): Director of Schoolwide Productions; CEO</p>

JOB PURPOSE

The Production Intern at Charter Arts will provide direct support to the Director of Schoolwide Productions. The Intern will also support other schoolwide needs, including rentals, in the evenings and weekends, as time permits and as directed. Candidates for this position must be versatile and able to multitask, working independently on projects without on-site supervision. The Production Intern will also oversee Charter Arts students working in teams as ushers, front of house, etc., and will provide technical theatre oversight and support as needed, acting as the liaison between various departments, the students, and school administration. This position is a part time, paid internship position. This employee will have a variable schedule based on evening and weekend event needs.

Essential functions of the job may include but are not limited to the following:

- Enhance the attainment of the district's mission, vision, expectations, and goals
- Oversee front of house for all Main Stage and evening performances
- Coordinate and oversee Box Office sales and ticketing for all Charter Arts events
- Support the Director of Schoolwide Productions with building and constructing show sets, etc.
- Background in theatre or technical theatre desired
- Complete all work and projects as assigned

CRITERIA FOR SELECTION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Candidates from diverse backgrounds are welcomed and encouraged to apply.
- Ability to establish and maintain positive, cooperative, and effective working relationships with others.

- Ability to communicate effectively orally and in writing.
- Ability to follow written and verbal directions using correct grammar, sentence structure, and spelling. Ability to interpret, analyze and problem solve both written and verbal communications.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Must have and maintain high expectations for self and all students and team members
- Knowledge and implementation of relevant technology.
- Schedule: All Charter Arts employees must be willing and able to work outside of regular school hours, including nights and weekends, when necessary and/or when outlined by the supervisor, to help support the mission and vision of the school.
 - Flexibility is required for this position as some hours may need to be worked during the day, over the weekend, etc.
 - *The Charter Arts 2021-2022 schedule may require employees to work on campus, off campus, or in a hybrid format, to meet the needs of our students and to maintain CDC/PDE safety protocols pertaining to the COVID-19 Pandemic. Instructional days/times are subject to change as needed based on federal, state, local, or LEA decisions made in the best interest of students.*

PHYSICAL QUALIFICATIONS:

This list covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which would be in conformity with the major purpose of this job.

- Ability to operate office/classroom equipment
- Ability to use computer technology and other technology as appropriate for the specified position
- Must appropriately handle confidential information; ability to use computers and other AV equipment for group meet presentations, Box Office software, projectors, and video equipment
- Physical ability to: Sit 10%; Walk/Stand/Lift and Operate Machinery 80%; Drive 10%
- Manual dexterity for repetitive movement of fingers and hands for keyboarding
- Ability to lift objects of moderate weight from 15 to 30 pounds
- Artistic high school environment

Notes:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Once your application is reviewed, you may be contacted for a phone interview. Final interview candidates are required to submit up-to-date Act 168, 19, state and federal criminal background checks, and a child abuse clearance to be considered for employment at the Lehigh Valley Charter High School for the Arts. If an applicant is unable to provide these documents upon request, the candidate will not be offered a position. All application materials will be saved for a period of up to three years. Since we are hiring for various positions, it may take us some time to review your application materials and begin the interview process for the position for which you applied.