

POSITION DESCRIPTION – PRODUCTION INTERN

POSITION:	Production Intern
STATUS:	Internship – 3 days a week (22.8 hours)
DURATION:	12 months
CATEGORY:	Internship
LOCATION:	Bassendean, Western Australia
REPORTS TO:	Black Swan Production Operations Manager

POSITION SUMMARY

The Production Intern is a paid position within the Production departments at Black Swan State Theatre & Yirra Yaakin Theatre Company. During the placement, participants will receive one-on-one mentorship from experienced practitioners in their discipline, be offered opportunities to work across multiple productions at both companies, given a broad experience of the theatre industry's operations, and provided with industry connections.

For the final five months of the placement the participant will participate in on-the-job work training tailored to their area/s of interest across Black Swan and Yirra Yaakin productions.

The role will primarily be based at Black Swan's Production Facility (Bassendean) however frequently travel to Subiaco Arts Centre and the State Theatre Centre of WA.

ORGANISATIONAL CONTEXT

Black Swan is Western Australia's state theatre company. Resident at the State Theatre Centre of WA, our purpose is to create exceptional, high-quality theatre that speaks to the world from our unique WA culture, landscape and moment in time.

Yirra Yaakin [Yir-raahr Yaahr-kin] means “Stand Tall” in Noongar. It was established in 1993 and is WA's only Aboriginal theatre company. Yirra Yaakin produces award-winning theatre that tells First Nations' stories, fosters the next generation of emerging storytellers, celebrates and nurtures Aboriginal culture and supports the development and employment of Aboriginal theatre makers.

TRAINING & DEVELOPMENT ACTIVITIES

SET & STAGING/ PROPS/ SCENIC ART

- Develop basic set building skills including use of power tools & machinery and reading construction plans.
- Prop building & sourcing.
- Develop mechanist skills, including assisting in bump in/out and crewing on shows.
- Develop skills in scenic art finishes and painting.

WARDROBE

- Develop an understanding of how costumes are created; from design to sourcing, toile making, fittings and construction.
- Introduction to use of industrial sewing machines and other wardrobe equipment for basic costume construction.

TECHNICAL

- Sound Basics: Including setting up a PA, programming Qlab, using radio microphones.
- Lighting Basics: Including how to read an LX plan, programming on a lighting desk, patching, rigging and focus.
- Audio Visual: Including setting up a projector and programming Qlab.
- Stage Management Basics: Including setting up a prompt copy, running a rehearsal room and calling shows.

OPPORTUNITIES FOR DEVELOPMENT

Depending on the participant's area of interest, there will be potential to also undertake work at venues such as the Arts & Cultural Trust to further increase their experience, network and job opportunities at the conclusion of the placement. The program will also include professional development tailored to participants' personal goals, and opportunities for insights into the operations of professional theatre companies.

IDEAL CANDIDATE

The ideal candidate should have:

- a strong interest in working in the theatre industry
- some prior experience in working on productions is useful but not required
- a diligent and go-getter attitude
- experience in the use of Microsoft packages (Outlook, Word etc)

SPECIAL CONDITIONS

Some work outside of normal office hours and on weekends may be required from time to time.

This job description describes the broad scope of the role and is not an exhaustive list. It may also change from time to time with due consultation to meet the changing needs of the business.

PHYSICAL AND PSYCHOSOCIAL REQUIREMENTS

Workshop	Physical	Psychosocial
Physical stamina to sustain active role	✓	
Manual dexterity	✓	
Safe use of plant and equipment including power tools and heavy machinery	✓	
Ability to adapt safely to different working environments	✓	✓

Awareness of ergonomically sound work practices, including safe manual handling, use of PPE, and correct posture.	✓		
Ability to adapt to non temperature controlled work environments year-round	✓		
Ability to collaborate and effectively communicate with colleagues		✓	
Significant time spent operating machinery and equipment	✓		
Working at heights	✓		
Working with hazardous materials	✓		
Working with heat and steam	✓		
Working in low light conditions	✓		
Working in confined spaces	✓		
Noise exposure	✓		