

## **SAN DIEGO YOUTH SYMPHONY AND CONSERVATORY**

Job Title: Production Intern  
Reports to: Production Manager  
Status: Part-time, non exempt

The Production Intern assists the Production Manager with the many and varied jobs that contribute to the smooth running of rehearsals, events and concerts.

### **Rehearsal, Events and Concerts**

- Set up of the rehearsal rooms for all ensembles every Saturday including seating and stands and ensuring student safety at all times. Include students and parents in the set up and breakdown where possible
- Distribute music when required
- Copy music as requested by students and check out instruments and deal with broken instruments as needed
- Assist with all elements of concert production at dress rehearsals and concerts including loading and unloading instruments, stage set up and student supervision
- Attend events as needed and work on all aspects of physical set up and tear down for the event

### **Administration**

- Assist with music preparation for all ensembles including copying and taping and organization into folders
- Assist with music library cataloging, organization and labeling
- Order office supplies from suppliers keep office cabinets stocked and take requests from other employees
- Maintain office organization and cleanliness and return items to storage as needed
- Pick up concession and event supplies from suppliers
- Transport goods and instruments to various locations
- Create hard copies of online calendars
- Database entry as required

Other duties as assigned by the Production Manager