Internship Program Overview
2015

For all questions please contact:

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Overview

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1. Program Overview

Vista Productions has created a paid internship program that offers selected individuals the ability to received valuable real world learning opportunities. Throughout our 4-8 week internship track interns will have the chance to learn more about multiple disciplines including: Lighting, Audio, Video, Set Design and Event Management within an immersive, fast-paced environment. In addition to learning in show environments, workshops will be scheduled throughout the internship with focus on the discipline of choice. Workshops will have teaching and hands-on components to allow for further learning. If you wish to be considered for the program, simply complete the application and submit with your resume to:

Vista Productions, c/o Seth Macchi, smacchi@vistaprod.com

2. Learning Objectives

Our internship program should include a focus of learning within 3 major objectives: Warehouse Environment, Show Environment, and Discipline Specific

-Warehouse Environment – All shows begin and end at the warehouse. Our interns will be required to understand the fundamentals of a Live Production Company’s warehouse including: show prep, show de-prep, maintenance and inventory management

-Show Environment – Interns will have the opportunity to take part in actual shows. This will range anywhere from Production Assistant to Show Technician

-Discipline Specific – Interns will have the opportunity to participate in hands-on learning from department heads within the discipline that they are most interested in: Lighting, Audio, Video, Set Design, Creative, etc.

3. Compensation

An internship at Vista Productions is a paid internship. There are also several benefits and opportunities granted to our interns including:

-Housing – Free housing will be provided at our “intern house” that’s within close proximity to the Vista Productions home office. Interns will each have a private room to themselves.

-Per Diem – When working an out of town show, per diem is paid and hotels are always provided.

-Hourly Wage – All non-educational duties will pay our interns $8.00 per hour.
4. **Duration**

Our internship program will be offered in 4-8 week “tracks” that will be strategically scheduled to begin at the beginning of our busy seasons. In 2015 and into 2016, we will have 3 tracks offered:

- Summer track - 5 weeks (May 25 – June 30, 2015)
- Fall track - 4 weeks (Oct 26 – Nov 20, 2015)
- Winter track - 8 weeks (Jan 1 – Feb 28, 2016).

5. **Daily Responsibilities**

Interns will be expected to be at the Vista Productions office from 9a – 4p unless on a show or specific project. In which case, their job will determine the hours worked.

Daily responsibilities will be a mix of recurring consistent items and items assigned by department managers as needed but will consist of:

- **Show Technicians** – There will be, from time to time, opportunity to work actual shows as technicians.

- **Production Assistants** – There will be a need for our interns to work as Production Assistants on out of town or in town shows.

- **Warehouse Work** – There will be a continual flow of gear to be prepped, loaded on trucks, unloaded from trucks, and de-prepped within the warehouse.

*Other opportunities will include:*

*Learning workshops with department heads*
*Hands on time with gear*
*Planning sessions for upcoming events*

6. **Projects**

Special projects will be assigned to interns as required throughout their track. These might include anything from planning projects to design projects to skill development to equipment maintenance.
7. Evaluation Process

Evaluation procedures for applicants will consist of the following:

- submission of application and resume (submit to smacchi@vistaprod.com)
- our staff will contact you to schedule a phone or in person interview
- our internship review committee will review all information
- all applicants will be informed of the results within a reasonable amount of time

8. Staff Mentorship

Vista Productions’ full time staff will be available to teach workshops and guide our interns throughout their internship. This is an apprenticeship-based industry and we realize that the most dramatic learning takes place on the job in a hands on environment.

9. The End Game

Vista Productions wants all of our interns to walk away from this experience a better, more equipped person. We hope to impart industry insight, experience and relationships that benefit each participant. While no job is guaranteed, Vista Productions is growing and always looking for new full time staff.