



**Weston Playhouse Theatre Company**  
**STAGE MANAGEMENT INTERN**  
**Seasonal, Full-time**

Reports to: Production Stage Manager, Production Manager  
Start Date: Late May  
End Date: Late August or Late October (depending on availability and show assignments)  
Work Week: 6 days, 8-10 hours/day, day off may vary week to week  
Housing: Shared room, kitchen and bath in company housing

**Responsibilities include, but are not limited to:**

- Support Stage Management team on assigned productions during pre-production, rehearsal, tech, and performance weeks. Assist with all rehearsal needs, creation of necessary paperwork, schedules, inter-departmental communications, attending production meetings, taking notes, and serving on show run crew backstage.
- Assist in the upkeep, cleanup and maintenance of work areas, rehearsal and performance spaces, office equipment
- Assist in other departments as assigned
- Attend Intern Meetings
- Provide support for special events or company projects as needed

**REQUIREMENTS:**

- Proven interest and skills in stage management, and standard theatrical production techniques and practices.
- Minimum of 1 year experience and/or study, preferably at the university level, concentrated in stage management or equivalent. Knowledge of Equity guidelines preferred.
- Excellent inter-personal, organizational, collaborative, communication skills
- Knowledge of and respect for adhering to industry and OSHA standard safety practices
- Ability to safely lift up to 50 pounds
- Ability and willingness to work long days with irregular schedules with a positive attitude
- Valid driver's license
- At least 18 years of age
- Ability to thrive in rural area with limited cell phone service