



Weston Playhouse Theatre Company

ADMINISTRATIVE INTERN Seasonal, Full-time

Reports to: General Manager
Start Date: May 20, 2019
End Date: August 18, 2019
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:

- Assist the General Manager with daily accounting and office duties;
- Occasional assistance with audience services, such as ushering and will call;
- Assist in other departments as assigned, including Main Stage and Second Stage production changeovers;
- Attend Intern Meetings;
- Provide support for special events or company projects as needed;

REQUIREMENTS:

- Interest in arts education and/or arts administration;
- Minimum 1 year experience and/or study, preferably at the university level, concentrated in theatre studies;
- Excellent interpersonal, organizational, collaborative, and communication skills;
- Computer literacy with emphasis on Office 365 and QuickBooks preferred;
- Valid driver's license with clean driving record; own car, with valid, current insurance coverage preferred. Mileage will be reimbursed for all business related trips;
- Comfortable driving company owned and rented vehicles;
- Ability to work irregular schedules, including nights, with a positive attitude;
- Ability to manage multiple, overlapping productions, projects, and personalities with grace;
- Ability to lift up to 50 lbs safely with assistance;
- Be at least 18 years of age;
- Ability to thrive in rural area with limited cell phone reception

Compensation is \$150/week, housing included.

Interns work side-by-side with Playhouse production staff and top New York and regional directors and designers. Informal discussions are scheduled every other week with a variety of Playhouse artists, providing hands-on knowledge and experience.

Weston Playhouse Theatre is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

To apply, send cover letter, resume, and three references to hire@westonplayhouse.org.

For more information check out our website at <https://www.westonplayhouse.org/>

Updated January 2019