



Weston Playhouse Theatre Company

ADMINISTRATIVE & EDUCATION INTERN Seasonal, Full-time

Reports to: Managing Director and Director of Education
Start Date: Late May
End Date: Late August/early September
Work Week: 6 days, 8-10 hours/day, which may include nights, often overnight during changeovers.
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 Director of Education with all Education Programs, including but not limited to, Playdate at the Playhouse, TheatreLab, and Broadway Theatre Camp
- Assist the Managing Director and Director of Company Administration with special projects in the administrative office
- Research, write, and distribute show notes for each MainStage and OtherStages show
- Occasional assistance with audience services
- Assist in other departments as assigned, including MainStage production changeovers
- Attend Intern Meetings
- Provide support for special events or company projects as needed
- Fulfill the role of Child Wrangler as needed

REQUIREMENTS:

- Interest in arts education and/or arts administration
- Experience working with children/students and ability to assist in acting, music and/or dance classes if needed
- 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 Microsoft Office suite, knowledge of Google Docs and Sheets preferred
- Valid driver's license with clean driving record. It is preferred that you have your own car, and you may be asked occasionally to use your personal car, for which all company related mileage will be reimbursed.
- Comfortable driving company owned and rented vehicles
- Ability to work irregular schedules, including nights, with a positive attitude
- Ability to work well under stress
- Ability to lift up to 50 pounds
- Be at least 18 years of age
- Ability to thrive in rural area with limited cell phone reception
- Please note that there may be up to two dogs in the office at any given time