



Weston Playhouse Theatre Company
AUDIENCE SERVICES INTERN
Seasonal, Full-time

Reports to: Box Office Manager
Start Date: May 20, 2019
End Date: September 1, 2019
Work Week: 6 days, 8-10 hours/day, which includes nights, often overnight during changeovers, day off will vary week to week
Housing: Shared room, kitchen and bath in company housing

Responsibilities include, but are not limited to:

- Provide excellent customer service to patrons over the phone and at the box office including:
 - Single tickets and subscription sales;
 - Gift certificate redemption and sales;
 - Group sales;
 - Merchandise sales;
 - Restaurant Reservations;
- Daily and weekly tasks to maintain the efficiency of the box office, sales department, and patron information;
- Create various box office and sales reports;
- Work will call and concessions during performances;
- Create seating assignments and seat tables for Cabaret;
- Work with and support groups of volunteers;
- Attend Intern Meetings;
- Assist in other departments as assigned, including production changeovers;
- Provide support for special events or company projects as needed;

- **REQUIREMENTS:**
- Interest in customer/audience services, special events, and theatre productions;
- Must enjoy working with people and be interested in hospitality and community relations;
- Minimum 1 year experience and/or study, preferably at the university level, concentrated in theatre studies;
- Excellent interpersonal, organizational, collaborative, and communication skills;
- Experience in leadership positions and/or working with volunteers;
- Computer literacy with emphasis on Office 365 preferred;
- Experience with PatronManager is a plus;
- 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;
- At least 18 years of age;
- Ability to thrive in a 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/>