



Weston Playhouse Theatre Company
COMPANY MANAGEMENT APPRENTICE
Seasonal, Full-time

Reports to: Company Manager and Operations Manager
Start Date: Mid May
End Date: Late October
Work Week: 6 days, 8-10 hours/day, day off may vary from week to week
Housing: Shared room, kitchen and bath in company housing

Responsibilities include, but are not limited to:

- Support Company Manager in all aspects of travel and housing needs for summer company members and all guest artists
- Provide transportation to company members as needed for arrivals, departures, rehearsals, performances.
- Support Company Manager as secondary on-call for all company emergencies
- Coordinate cleaning schedule with WPTC cleaning vendor, help with housing turnovers and preparation.
- Assist in the upkeep, cleanup, and maintenance of all work areas and housing locations as needed, including the collection and sorting of recycling from all company owned and rented housing on a weekly basis
- Assist in other departments as assigned, including mainstage production changeovers
- Provide support for special events or company projects as needed
- Under the guidance of the Operations Manager and Company Manager, plan and execute all Opening Night Parties, Tech Dinners, and any other special company events

REQUIREMENTS:

- Proven interest and skills in company management, stage management, special events, standard theatrical production techniques and practices.
- Must enjoy working with people, and be interested in hospitality and community relations
- Minimum of 1 year experience and/or study, preferably at the university level, concentrated in theatre studies.
- Excellent inter-personal, organizational, collaborative, and communication skills
- Knowledge of and respect for adhering to industry safety practices
- Ability to safely lift up to 50 pounds
- Ability to work long days with irregular schedules with a positive attitude
- Valid driver's license with clean driving record – own car preferred – You may be asked to occasionally use your personal car. All company related mileage will be reimbursed.
- Comfortable driving company owned and rented vehicles, including mini-van and cargo van if necessary.
- At least 21 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