



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

Reports to: Company Manager and Operations Manager  
Start Date: Late May  
End Date: late August/early September  
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 Company Manager in all aspects of travel and housing needs for summer company members and all guest artists, coordination of welcome dinners, special events, tech dinners and other gatherings.
- Provide transportation to company members as needed for arrivals, departures, rehearsals, performances.
- Assist in coordination of 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
- Attend Intern Meetings
- Provide support for special events or company projects as needed

**REQUIREMENTS:**

- Proven interest and skills in 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, 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 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