



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

Reports to: Company Manager
Start Date: May 20, 2019
End Date: August 13, 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:

- 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 Main Stage and Second Stage production changeovers;
- Attend Intern Meetings;
- Provide support for special events or company projects as needed;

REQUIREMENTS:

- Proven interest and skills in company management, stage management, special events, and/or standard theatrical production;
- Must enjoy working with people, and be interested in hospitality/community relations;
- Minimum of 1 year experience and/or study, preferably at the university level, concentrated in theatre studies, hospitality and/or theatre administration preferred;
- Ability to manage multiple, overlapping productions, projects, and personalities with grace;
- Excellent inter-personal, organizational, collaborative, communication skills;
- Willingness to learn and adhere to industry and OSHA safety practices;
- Ability to safely lift up to 50 lbs with assistance;
- Ability to work long days with irregular schedules with a positive attitude;
- 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, including mini-van and cargo van if necessary, sometimes for long periods of time;
- 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/>