



Weston Playhouse Theatre Company
DEVELOPMENT INTERN
Seasonal, Full-time

Reports to: Director of Development
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 Development in all day to day tasks of Annual and Capital Campaign fundraising
- Work with all staff and serve as point of contact for all special events throughout the summer season
- Provide support to Audience Services as needed
- Assist in other departments as assigned, including mainstage production changeovers
- Attend Intern Meetings
- Provide support for special events or company projects as needed

REQUIREMENTS:

- Interest in arts administration and/or event planning, with a focus in theatre or the arts
- Minimum 1 year experience and/or study, preferably at the university level, concentrated in theatre studies, marketing, or other related field
- Excellent interpersonal, organizational, collaborative, and communication skills
- Computer literacy with emphasis on Microsoft Office suite, knowledge of Google Docs and Sheets preferred
- Experience with Patron Manager a plus
- 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
- Ability to work irregular schedules, including nights, with a positive attitude
- Ability to work well under stress
- Ability to lift up to 50 lbs safely and independently
- At least 18 years of age
- Ability to thrive in rural area with limited cell phone reception
- Please note our Administrative Office is dog friendly. There are, at times, up to two very sweet dogs in the office.