



Weston Playhouse Theatre Company
DEVELOPMENT INTERN
Seasonal, Full-time

- Reports to: Director of Development
- Start Date: May 20, 2019
- End Date: August 18, 2019 (flexible)
- 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 special events throughout the summer season;
- Provide support to Audience Services as needed, such as ushering and will call;
- Assist in other departments as assigned, including Main Stage and Second Stage changeovers;
- Attend Intern Meetings;
- Provide support for special events and/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 Office 365 preferred;
- Experience with Patron Manager a plus;
- 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;
- 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 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/>