



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

Reports to: Company Manager
Start Date: May 25, 2020
End Date: August 25/September 7, 2020 (Two flexible end dates)
Work Week: 6 days, 8-10 hours/day, day off may vary week to week
Housing: Shared room, kitchen and bath in company housing
Compensation: \$150/week, housing included

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;
- Support Company Manager in coordination of welcome dinners, special events, tech dinners, and other gatherings;
- Provide transportation to company members as needed for arrivals, departures, rehearsals, and performances;
- Assist in coordination of cleaning schedule; 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 of recycling and compost from all company owned and rented housing on a weekly basis;
- Assist in other departments as assigned, including Playhouse and Walker Farm production changeovers;
- Attend Intern Meetings;
- Provide support for special events or company projects as needed;
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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 lift up to 50 lbs. safely 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 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 a rural area with limited cell phone reception

Interns work side-by-side with Playhouse staff and top New York and regional directors and designers. Intern discussions are scheduled every other week with a variety of Playhouse artists and staff, 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/>