



Weston Playhouse Theatre Company
CREATIVE MEDIA/MARKETING INTERN
Seasonal, Full-time

Reports to: Director of Marketing & Communications

Start Date: May 25, 2020

End Date: August 23, 2020

Work Week: 6 days, 8-10 hours/day, possibly overnight during changeovers, 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:

- Photograph/video theatrical productions and WPTC cultural life;
- Edit video content;
- Assist with creation of marketing assets for social, email, and print;
- Assist with social media management;
- Assist with analyzing CRM & Digital Data;
- Create press packets for reviewers and meet with reviewers before shows;
- Archive press clippings;
- Assist with design of the patron lobby experience;
- Assist with development of marketing strategy and content;
- Assist with creating and sending advertisements and press releases;
- Assist with creating and sending e-blasts;
- Assist with strike, changeovers, and other company events;
- Assist with creating content for and maintaining the WPTC website and blog;
- Provide support to Audience Services as needed, such as ushering and will call;
- Attend Intern Meetings;
- Provide support for special events or company projects as needed;

REQUIREMENTS:

- Interest in marketing and communications, with a focus in the arts and/or theatre;
- Desire to make a creative impact through compelling photography and basic video editing;
- Photoshop, InDesign, iMovie, and/or Canva skills are a plus;
- Computer literacy with emphasis on Office 365 preferred;
- Social media literacy with emphasis on Facebook, Instagram, Twitter, and YouTube;
- Minimum 1-year experience and/or study, preferably at the university level, concentrated in theatre studies and/or marketing;
- Must be self-motivated and able to manage time and projects efficiently;
- Excellent interpersonal, organizational, collaborative, and communication skills;
- 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.

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 staff and 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 [hiring@westonplayhouse.org](mailto: hiring@westonplayhouse.org).

For more information check out our website at <https://www.westonplayhouse.org/>