Weston Playhouse Theatre Company
DEVELOPMENT INTERN
Seasonal, Full-time

Reports to: Director of Development
Start Date: May 25, 2020
End Date: August 23, 2020 (flexible)
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:
• Assist the Director of Development in all day-to-day tasks of 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 Playhouse and Walker Farm production 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 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.

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.

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

Updated November 2019