



**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 [hire@westonplayhouse.org](mailto:hire@westonplayhouse.org).

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