



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

Reports to: Production Stage Manager, Production and Operations Manager
Start Date: May 25, 2020
End Date: Late August to early September, depending on show assignments
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 Stage Management team on assigned productions during pre-production, rehearsal, tech, and performance weeks;
- Assist with all rehearsal needs, creation of necessary paperwork, schedules, inter-departmental communications, attending production meetings, taking notes, and serving on show run crew backstage;
- Assist in the upkeep, cleanup, and maintenance of work areas, rehearsal and performance spaces, office equipment;
- Assist other administrative or production departments as assigned;
- Support Production Management throughout the summer as assigned;
- Attend Intern Meetings;
- Provide support for special events or company projects as needed;
- Assist in other departments as assigned, including production changeovers;

REQUIREMENTS:

- Proven interest and skills in stage management, and standard theatrical production techniques and practices;
- Minimum of 1-year experience and/or study, preferably at the university level, concentrated in stage management or equivalent preferred;
- Excellent inter-personal, organizational, collaborative, and communication skills;
- Ability to manage multiple, overlapping productions, projects, and personalities with grace;
- Willingness to learn and adhere to industry and OSHA safety practices;
- Ability to safely lift 50 lbs. with assistance;
- Ability and willingness to work long days, with irregular schedules, with 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;
- Must be at least 18 years of age;
- Ability to thrive in a rural area with limited cell phone service.

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.

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