



**Weston Playhouse Theatre Company**  
**MARKETING INTERN**  
**Seasonal, Full-time**

Reports to: Marketing Consultant and Audience Services Manager  
Start Date: Late May  
End Date: late August/early September  
Work Week: 6 days, 8-10 hours/day, which may include nights, often overnight during changeovers, day off may vary from week to week  
Housing: Shared room, kitchen and bath in company housing

**Responsibilities include, but are not limited to:**

- Assist with creating marketing plans and content for a variety of events
- Assist with creating and sending out advertisements and press releases
- Assist with creating and sending e-blasts and creating lists of contacts for the e-blasts
- Assist with creating videos and taking photos of productions, strike, and other productions or company events
- Assist with ordering and hanging posters and banners
- Assist with creating content for and maintaining the Weston website and blog
- Assist with creating content for and maintaining our social media pages
- Creating press packs for reviewers
- Meet and talk with reviewers before shows
- Archive press clippings
- Regular interactions with patrons and members with the press
- Occasional assistance with audience services
- Assist in other departments as assigned, including mainstage production changeovers
- 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
- 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
- Computer literacy with emphasis on Microsoft Office suite, knowledge of Google Docs and Sheets preferred
- Social media literacy with emphasis on Facebook, Instagram, Twitter, and YouTube
- Photography and/or videography skills a plus
- Photoshop, InDesign, and video editing skills are a plus
- Valid driver's license with clean driving record – own car preferred – You may be asked to occasionally use your personal car. All company related mileage will be reimbursed.
- 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 work well under stress
- Ability to lift up to 50 pounds
- At least 18 years of age
- Ability to thrive in rural area with limited cell phone reception
- Please note that there may be up to two dogs in the office at any given time