



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

Reports to: Marketing & Communications Director

Start Date: May 20, 2019

End Date: September 29, 2019

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 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;
- Create press packs for reviewers;
- Meet 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 Main Stage and Second Stage 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 Office 365 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, 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

Compensation is \$150/week, housing included.

Interns work side-by-side with Playhouse production staff and top New York and regional directors and designers. Informal discussions are scheduled every other week with a variety of Playhouse 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/>