



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

Reports to: Operations Manager  
Start Date: Late May  
End Date: late October  
Work Week: 6 days, 8-10 hours/day, occasionally overnight during changeovers, day off will vary week to week  
Housing: Shared room, kitchen and bath in company housing

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

- Support Operations Manager in all day to day tasks and goals
- Assist in budget tracking, making purchases for all departments, responding to facility needs, and organizing and executing special events
- Attend meetings with Operations Manager and take notes as needed
- Assist Company Management by driving designers, actors, and company members
- Monitor usage of all spaces and communicate as needed for repairs, cleanings, etc.
- Assist with contract execution
- Assist other production departments as needed, including during changeovers
- Attend Intern Meetings
- Serve as Child Wrangler as needed

**REQUIREMENTS:**

- Proven interest and skills in theatre administration/operations, special events, standard theatrical production techniques and practices.
- Must enjoy working with people of all personalities
- Minimum of 1 year experience and/or study, preferably at the university level, concentrated in theatre studies.
- Must be able to deal with confidential information appropriately
- Excellent inter-personal, organizational, collaborative, and communication skills
- Knowledge of and respect for adhering to industry safety practices
- Ability to safely lift up to 50 pounds
- Ability to work long days with irregular schedules with a positive attitude
- 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.
- Basic household repair knowledge a plus
- 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