



**Weston Playhouse Theatre Company**  
**PRODUCTION MANAGEMENT INTERN**  
**Seasonal, Full-time**

Reports to: Production Manager & Associate Production Manager  
Start Date: late May  
End Date: late August/early September  
Work Week: 6 days, 8-10 hours/day, 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 in processing Production department purchasing paperwork, petty cash reconciliation, production calendar updates, distribution of contact sheets, ordering dumpsters, coordinating piano tunings, cargo van usage, and other projects as needed.
- Maintain inventory of first aid supplies for all departments.
- With Production Management, provide support to all departments as needed, including working as run crew for performances and working with Electricians during changeovers and tech if necessary.
- Serve as stage management support of 3 Cabaret productions, working closely with Cabaret directors, music directors on needs for shows, including but not limited to set-up of drum kits, coordinating piano placement/tuning, building or acquiring necessary props and costumes with permission of appropriate department heads. Run light board for all Cabaret performances.
- Assist in the upkeep, cleanup and maintenance of work areas and equipment
- Attend Intern Meetings
- Assist in other departments as assigned
- Possible run crew duties on one or more mainstage show
- Provide support for special events or company projects as needed

**REQUIREMENTS:**

- Proven interest and skills in technical theatre and/or production management
- Minimum of 1 year experience and/or study, preferably at the university level, in stage or production management, with knowledge of basic industry processes and standards; comfortable using power tools and working at heights strongly preferred.
- Excellent inter-personal, organizational, collaborative, communication skills
- Knowledge of and respect for adhering to industry and OSHA standard safety practices
- Ability to safely lift up to 50 pounds
- Ability and willingness to work long days with irregular hours with positive attitude
- Valid driver's license with clean driving record. Own car preferred. All company related trips will be reimbursed.
- Willingness to drive company owned and rented vehicles if necessary, including mini-van, and cargo van, as well as automobiles
- At least 18 years of age
- Thrive in rural area with limited cell phone service