



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

Reports to: Production Manager & Associate Production Manager
Start Date: May 20, 2019
End Date: August 20, 2019
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 on 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;
- 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;
- Comfort using power tools and working at heights strongly preferred;
- Excellent inter-personal, organizational, collaborative, 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 up to 50 pounds with assistance;
- Ability and willingness to work long days with irregular hours 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;
- 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;
- Ability to thrive in rural area with limited cell phone service

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.

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