



Weston Playhouse Theatre Company

Weston Fellow Seasonal, Full-time

Reports to: Executive Artistic Director
Start Date: September
End Date: May
Work Week: 5-6 days a week, including some weekend and evening hours
Housing: Private room, kitchen and bath provided

Description:

The Weston fellow is an integral junior member of the Weston Playhouse administrative staff. This position is perfect for early-career theatre makers interested in learning the ins-and-outs of programming, managing, and funding a professional theatre company. The program is designed to allow the Fellow to explore areas of their interest while completing key administrative tasks that help the company function on a day to day level. The Weston Fellow also supports off-season programming, including events and workshops in our new studio theatre, Weston Playhouse at Walker Farm. Ideal candidates have a degree in theatre arts/related area of study or have comparable professional experience and are driven, independent, curious, and adaptable team players.

Responsibilities include, but are not limited to:

- Assist all members of the [Artistic, Management, Operations, Development, Education, and Production] staff with daily administrative tasks, including but not limited to: mail management, data entry, filing, event set up/management, occasional facilities troubleshooting, general office upkeep, and off-season transportation as needed;
- Take minutes at fall, winter, and spring Board of Directors meetings;
- Assist Operations Manager in overseeing the use and upkeep of all owned properties, including houses and Weston Playhouse at Walker Farm;
- Act as box office assistant throughout the off-season as needed;
- Assist the Director of Development with data entry, mailings, and meeting minutes;
- Assist Artistic/Education staff with special events and projects as needed;

Requirements:

- Degree in theatre/related area of study or comparable professional experience;
- Minimum one year experience working in a professional theatre company—previous administrative experience is a plus;
- Excellent interpersonal, organizational, collaborative, and communication skills;
- Computer literacy with emphasis on Microsoft Office 365;
- Willingness to learn and adhere to industry and OSHA safety practices;
- Ability to manage multiple, overlapping productions, projects, and personalities with grace;
- 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;
- Ability to work irregular schedules, including nights, with a positive attitude;
- Ability to lift up to 50 pounds with assistance;
- Ability to thrive in rural area in the winter with limited cell phone reception.

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.

Compensation: \$150/week, housing included

To apply, send cover letter, resume, and three references to hire@westonplayhouse.org.

Applications can be submitted at any time. Interviews will begin in June 2019.

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