

WESTPORT COUNTRY PLAYHOUSE

COMMUNITY ENGAGEMENT INTERN

Status: Internship

Length: May 28 – July 31, 2024

Reports to: Community Engagement Manager

Salary: \$630 per week + housing provided

ABOUT WESTPORT COUNTRY PLAYHOUSE

Westport Country Playhouse sits on Paugussett land. The Playhouse sits on land once forcibly taken from the Paugussett people. The Westport Country Playhouse acknowledges the indigenous peoples and nations of the Paugussett that stewarded the land and waterways of Westport, Connecticut. We honor and respect the enduring relationship that exists between these peoples and nations and this land.

Through the performing arts, we make connections between audience and artist, across time and distance, mentor and student, and within our community. Westport Country Playhouse is a non-profit that produces work from playwrights, performers, directors and designers from all backgrounds, entertaining audiences and exploring issues along the way. Through our New Works Initiative, we provide support and funds towards the development of new voices and new works. There are no boundaries to the creative thinking or the kinds of audiences we seek and excitement for theater that Westport Country Playhouse can build.

ANTI-RACISM STATEMENT

We resolve to place anti-racism at the center of our work. We are committed to holding ourselves accountable to short and long-term goals, while realizing that this work has no endpoint and will evolve and change. We acknowledge that this is an educational process for which we ourselves are responsible.

THE POSITION

The Community Engagement Intern provides key support for the Playhouse's mission of engaging with the community by presenting events which invite members of the community to the Playhouse as well as finding ways for the Playhouse to meet the community in their space. We hope the Community Engagement Intern will gain experience in how a non-profit theater functions as a creative hub within and for the community. This position may include evening and weekend work as needed.

ESSENTIAL FUNCTIONS

- Work alongside the Community Engagement Manager to identify meaningful engagement opportunities with communities across Fairfield County.
- Work with the Community Engagement Manager and Marketing Manager to plan PRIDE Night, Black Excellence Night, Together at the Table events.
- Attend community meetings (TEAM Westport, Celebrate Westport, and more) to help spread the word about Playhouse events and to find opportunities to engage with other Fairfield County organizations.
- Build community connections and relationships that advance the Playhouse's initiatives.
- Assist in researching and engaging with new audiences for the Playhouse, with an emphasis on new residents and BIPOC communities.
- Assist with placement of Playhouse events and programs in online community calendar listings, including research on new listings and other ways to broaden our reach and engage new audiences.

Above duties may fluctuate pending departmental needs as well as the MI's interests.

KNOWLEDGE, SKILLS, AND ABILITIES

- 1–2 years of college or equivalent experience
- Excellent written and verbal communication skills
- Strong organizational skills
- Ability to work effectively in a creative, innovative, and constantly evolving environment.
- Interest in theater or performing arts
- Attention to detail and commitment to follow-through
- Knowledge and experience of Adobe Creative Suite preferred (primarily Photoshop and InDesign)
- Social media and light video editing skills a plus
- Comfort with learning new web-based applications and content management systems

- Knowledge of Microsoft Office and/or similar word processing and spreadsheet programs.

SPECIAL COVID FACTORS

- This position will be in-person at the Playhouse.
- All Westport Country Playhouse employees are encouraged to be fully vaccinated including boosters.

YOU SHOULD APPLY

The Playhouse is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

HOW TO APPLY

- Email application ([found by clicking here](#)), resume, and cover letter to education@westportplayhouse.org with the subject line: 2024 Community Engagement Intern application
- No phone calls or drop-in visits, please.
- Questions, email education@westportplayhouse.org