

Company Management Intern

Westport Country Playhouse is looking to hire a Company Management Intern to work April 19 – June 22 and/or October 8 – November 23, 2019.

The Company Management Intern reports to the Company Manager and Associate Company manager and assists in all aspects of artist services.

Responsibilities

- Assist with actor, director and other artist travel arrangements
- Aid in opening night party preparation
- Assist in managing Playhouse archive records
- Act as nightly post-show Greenroom host
- Assist with budget reconciliations

Qualifications

- A Bachelor's degree, or an equivalent combination of education and experience
- Strong organizational, communication, and problem solving skills
- Well-disciplined, flexible and adaptable
- A good sense of humor and a warm personality
- Ability to work effectively in a creative, innovative, and intellectual environment
- Love of theater
- Exceptional attention to detail and commitment to follow-through
- Excellent driving skills and a valid Driver's License

Compensation

Weekly stipend of \$250 plus transportation reimbursement from NYC and surrounding areas.