

## **Stage Management Intern**

Westport Country Playhouse is looking to hire a Stage Management Intern to work March 26 through May 18, 2019.

The Stage Management Intern will work as part of the stage management team for the Playhouse's production of *In the Heights*.

This position includes regular weekend and evening work.

### **Responsibilities**

- Attend all production meetings
- Attend rehearsals in New York City
- Attend technical rehearsals Westport, CT
- Work the run of the production in Westport, CT (April 23 to May 11, 2019 with a potential extension through May 18<sup>th</sup>)
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### **Qualifications**

- Understanding of and commitment to the mission of Westport Country Playhouse.
- Strong attention to detail, with demonstrated project management and organizational skills
- Flexible and adaptable to a fast paced, evolving work environment; ability to prioritize work, manage multiple tasks, and meet deadlines in a time-constrained environment
- Strong writing and interpersonal skills
- Professionalism, maturity, and an ability to work with confidential information
- Ability to understand and work with standard office software, including but not limited to Microsoft Word and Excel.
- A Bachelor's degree

### **Compensation**

Weekly stipend of \$250 plus transportation reimbursement from NYC and surrounding areas. EMC candidate points when applicable.