

EDUCATION INTERN

Status: Internship

Length: 10 weeks from June 7 - August 13, 2021

Reports to: Director of Education and Community Engagement

Stipend: \$350 per week

THE POSITION

The Playhouse is committed to engaging with K–12 students through the art of theater to create experiences that inspire lifelong learning as well as foster lasting partnerships with our community. All of our education programming centers around four pillars: Empathy, Collaboration, Literacy and Activism. The Education intern assists all aspects of the education, including planning and implementation of education events and activities, research education programs and potential partnerships and assists with administrative functions and maintaining education data for the organization. This person may require in person work and local CT and NY candidates are encouraged to apply. This position includes possible weekend and evening work.

ESSENTIAL FUNCTIONS

- Act as Teaching Assistant for Summer Camp
- Assist in communications on a daily basis
- Conduct research for possible partnerships with theaters, schools and community organizations
- Assist in planning and implementation of in-person (when it is safe to do so) and virtual events
- Assist education staff with daily operations

KNOWLEDGE, SKILLS, AND ABILITIES

- Minimum 2 years experience working with children (K-12) in any of the following aspects: childcare, nanny/au pair, tutor, lead teacher or assistant teacher, camp counselor or coach (performing arts and/or sports). Credits in educational classes are a plus but not required.
- Minimum 3 years of experience working in the performing arts. Playwriting and dramaturgical skills are a plus but not required

- 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. Strong ability to work with confidential information
- Ability to understand and work with standard office software, including Microsoft Word, Excel, and Powerpoint

SPECIAL COVID FACTORS

- With current Shelter-In-Place restrictions in effect, most Playhouse staff is currently working from home including our interns. If in person work is required, your supervisor will contact you.
- Should you not have access to a computer to work from home, one can be provided for you.

ABOUT WESTPORT COUNTRY PLAYHOUSE

Westport Country Playhouse sits on Paugussett and Wappinger land.

The Playhouse is a non-profit organization that produces theater from playwrights, actors, directors, and designers of all backgrounds, while entertaining audiences and exploring human and societal issues along the way.

As our nation grapples with current events, we at Westport Country Playhouse have begun the process of creating an antiracist environment with our staff, artists, community leaders, and board members. We are having ongoing discussions around equity, diversity, and inclusion (EDI) as well as relevant trainings in antiracist practice, bystander intervention, and social justice. All Playhouse staff, including the interns, must be committed to learning about EDI work and engaging with the Playhouse in this mission.

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

- Complete application [here](#)
- Upload headshot (photo of head and shoulders only) and resume or CV [here](#)
- No phone calls or drop-in visits, please.
- Questions, email education@westportplayhouse.org