

COMPANY MANAGEMENT INTERN

Status: Internship

Length: May 28 - August 21, 2022

Reports to: Senior Company Manager (SCM), Company Manager (CM)

Salary: \$560 per week + housing provided

ABOUT WESTPORT COUNTRY PLAYHOUSE

Westport Country Playhouse sits on Paugussett and Wappinger land.

Through theater, 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, actors, 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 **Company Management Intern** will assist in all aspects of artist services.

We hope that the Company Management Management Intern will gain useful tools, experience as well as insights in how production functions in a non-profit theater environment.

ESSENTIAL FUNCTIONS

- 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

KNOWLEDGE, SKILLS, AND ABILITIES

- 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

SPECIAL COVID FACTORS

- This position will be in-person at the Playhouse. As you will have direct contact with actors, creative team and Playhouse staff, regular testing for COVID-19 maybe required and supplied by the Playhouse when needed.
- **All Westport Country Playhouse employees are required to provide proof of complete COVID-19 vaccination AND proof of a booster dose** (for those eligible as defined by Center for Disease Control and Prevention (CDC) guidelines). If you are selected to be a part of the Woodward Internship program, you will be required to provide proof of vaccination against COVID-19 to the Director of Education and Community Engagement electronically no later than May 1, 2022.

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](#)

- No phone calls or drop-in visits, please.
- Questions, email education@westportplayhouse.org