

EDUCATION INTERN

Status: Internship

Length: May 28 - August 21, 2022

Reports to: Director of Education and Community Engagement

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 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 will be required to work in-person at the Playhouse. Local CT and NY candidates are encouraged to apply. This position includes possible weekend and evening work.

ESSENTIAL FUNCTIONS

- Act as Teaching Assistant for CampWCP
- 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

- This position will be in-person. However, this is contingent upon our COVID protocols, that are subject to change. If we return to Shelter-in-Place, then we will work remotely, if necessary. Your supervisor will contact you if our status changes.
- **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.

- Should working remotely be required and you do not have access to a computer, one can be provided for you.

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