

STAGE MANAGEMENT INTERN

Status: Internship

Length: May 21 - August 21, 2022

Reports to: Associate Producer (AP), Production Stage Manager (PSM), and Assistant Stage Manager (ASM)

Salary: \$560 per week

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 **Stage Management Intern** provides key support to the PSM and ASM with job duties as assigned on each show. The SM Intern reports directly to the PSM, ASM, AP, and works closely with other team members on each show.

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

ESSENTIAL FUNCTIONS

- Working with several different SM teams with job duties as assigned by each team.

- Prepare and maintain any paperwork and documents as assigned by each SM Team on each show.
- Attend all production meetings, rehearsals/technical rehearsals as required.
- Work as run crew on each show as assigned by each SM Team.
- Other support for Stage Management team as needed

KNOWLEDGE, SKILLS, AND ABILITIES

- 2-3 years of college or equivalent years of experience with specific interest in Stage Management
- Excellent written and verbal communication skills
- Strong attention to detail, with demonstrated project management and organizational skills and commitment to follow-through.
- 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.
- Maturity and an ability to work with confidential information.
- Ability to understand and work with standard office software, including but not limited to Microsoft Office, Word and Excel.

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