



Equity, Diversity and Inclusion Intern

Status: Internship

Length: May 27 - August 12, 2023

Reports to: Director of Equity, Diversity and Inclusion

Salary: \$600 per week + housing provided

ABOUT WESTPORT COUNTRY PLAYHOUSE

Land Acknowledgement

Westport Country Playhouse sits on Paugussett land. The Playhouse sits on land once forcibly taken from the Paugussett people. The Westport Country Playhouse acknowledges the indigenous peoples and nations of the Paugussett that stewarded the land and waterways of Westport, Connecticut. We honor and respect the enduring relationship that exists between these peoples and nations and this land.

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

Equity is a core tenant of our work at the Westport Country Playhouse. We are passionate about building and sustaining an inclusive and equitable work environment for staff, artists, community members, and our audiences. Every team member at the Playhouse enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and discover, design, and deliver solutions. We seek an EDI Intern interested in joining us as we build capacity for our EDI mission and execute this new, dynamic, and creative work. We hope the EDI Intern will gain experience in how a non-profit theater functions as a creative hub within the community and brings about internal and external measures of equity that drive inclusivity.

ESSENTIAL FUNCTIONS

- Provide support to the Director of Equity, Diversity, and Inclusion for work conducted in the EDI Department.
- Prepare meeting agendas, track goal-setting measures, and provide meeting support for our EDI Committee and internal affinity group, the Justice League.

- Participate in department and organizational brainstorming on new ways to strengthen the Playhouse's internal and external processes to advance equity and inclusion.
- Research current social demographics and issues in the performing arts industry.
- Assist with curating content for workshops/panel discussions/learning series, events, internal communications, etc.
- Build community connections and relationships that advance the 2023 equity initiatives
- The above duties may fluctuate, pending departmental needs.

This position will be hybrid (minimum two days in the office), with the possibility of activities and meetings in the Westport area based on the department's needs.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong interest in theatre and performing arts
 - Strong interest in social justice and equity work
 - Experience developing relationships with community-based organizations
 - Excellent written and verbal communication skills
 - Strong project management skills
 - Ability to work effectively in a creative, innovative, and constantly evolving environment
 - Attention to detail and commitment to follow-through
 - Social media and light video editing skills are a plus
 - Knowledge of Microsoft Office and/or similar word processing and spreadsheet programs.
- **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, 2023.
 - 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