

# WESTPORT COUNTRY PLAYHOUSE

## General Production Intern

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**Status:** Internship

**Length:** May 28 – July 31, 2024

**Reports to:** Director of Production

**Salary:** \$630 per week + housing provided

### ABOUT WESTPORT COUNTRY PLAYHOUSE

Commitment 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.

Through the performing arts, 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, performers, 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 **General Production Internship** serves as an opportunity to be involved in the daily tasks of the production department, which manages all events on the Playhouse stage. The General Production Intern assists all aspects of the production department, including budgeting, contracting, payroll, scheduling, and more. This position may include evening and weekend work as needed.

### ESSENTIAL FUNCTIONS

- With the Director of Production and Production Team, be involved in advancing, planning and execution of special events, concert productions, and rental events happening on The Playhouse campus.
- Work with the Director of Production, Production Team, and Artistic Director to budget incoming and potential events.
- Assist the Director of Production with weekly payroll.
- Submit receipts and invoices to finance department for payment.
- Track show budgets, ensuring all expenses are accounted for.
- Work with Company Management to support event's specific hospitality, travel arrangements and production needs.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- 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
- Professionalism, maturity, and an ability to work with confidential information
- Ability to understand and work with financial information and standard office software, including Microsoft Word, Excel, and PowerPoint
- Valid Driver's License.

## **SPECIAL COVID FACTORS**

- This position will be in-person at the Playhouse.
- All Westport Country Playhouse employees are encouraged to be fully vaccinated including boosters.

## **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**

- Email application ([found by clicking here](#)), resume, and cover letter to [education@westportplayhouse.org](mailto:education@westportplayhouse.org) with the subject line: 2024 General Production Intern Application
- No phone calls or drop-in visits, please.
- Questions, email [education@westportplayhouse.org](mailto:education@westportplayhouse.org)