

WESTPORT COUNTRY PLAYHOUSE

ARTISTIC & EDUCATION INTERN

Status: Internship

Length: May 27 – August 1, 2025

Reports to: Managing & Artistic Directors

Salary: \$655 per week + housing provided

THE POSITION

The **Artistic & Education Intern** provides key support for the Education & Artistic offices. The intern will be responsible for reading play submissions as well as searching out new plays that could be of interest for the Playhouse. Additionally, the intern will assist with education programming and outreach over the summer months. We hope the Artistic & Education Intern will gain experience in how a non-profit theater functions as a creative hub within and for the community. This position may include evening and weekend work as needed.

ESSENTIAL FUNCTIONS

- Read new play submissions and write coverage to be shared with the Artistic Director
- Research and find plays that fit with the Playhouse's mission to be shared with the Artistic Director
- Draft literary correspondence
- Build community connections and relationships that advance the Playhouse's initiatives
- Create and maintain an artist database
- Conduct research for possible partnerships with theaters, schools and community organizations
- Aid in panning and budgeting a Playhouse Mobile Unit production for 2025/2026
- Assist with day of needs for shows on stage, when necessary

Above duties may fluctuate pending departmental needs as well as the intern's interests.

KNOWLEDGE, SKILLS, AND ABILITIES

- 1–2 years of college or equivalent experience
- Excellent written and verbal communication skills
- Strong organizational skills
- Ability to work effectively in a creative, innovative, and constantly evolving environment.
- Interest in theater or performing arts
- Attention to detail and commitment to follow-through
- Comfort with learning new web-based applications and content management systems
- Knowledge of Microsoft Office and/or similar word processing and spreadsheet programs.

ABOUT WESTPORT COUNTRY PLAYHOUSE

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.

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 with the subject line: 2025 Artistic & Education Intern application
- No phone calls or drop-in visits, please.
- Questions, email education@westportplayhouse.org