

Saint Michael's Playhouse – Administrative Internship

About Saint Michael's Playhouse :

Owned and operated by Saint Michael's College, Saint Michael's Playhouse is an award-winning equity theater company recognized by The Drama League in NYC as "One of the best regional theater companies in America." Featuring talent from Broadway, Off-Broadway, and regional theaters nationwide and housed in one of the finest theater facilities in the state of Vermont, the Playhouse attracts approximately 15,000 theatergoers each season. Additionally, the Playhouse's nationally recognized internship program has been the springboard for many successful careers in professional theater across the country. The Playhouse operates under contract with Actors' Equity Association as a member of the Council of Resident Stock Theaters.

Job Description:

All Playhouse interns are paid \$200 a weekly stipend plus room and board (consisting of 10 meals per week). Interns are trained by and work closely with administrators, supervisors and staff in a variety of arts administrative capacities including box office, house management, company management, marketing, and public relations. Schedules are rigorous; interns train with day AND evening crews, strike, tech rehearsals and assist with production crews as needed. Internship runs from June 1 - August 12, 2012, producing four professional equity productions, NUNSENSE, UNNECESSARY FARCE, OVER THE PUB, FOREVER PLAID, and two non-equity children's theater productions.

Requirements:

Seeking candidates with previously acquired skills in area of arts administration and customer service. Applicants must show a strong interest in furthering their professional development and a commitment to working in an equity stock theater.

Additional Information:

Saint Michael's College is committed to creating an environment that values and supports diversity, equity and inclusiveness across our campus community and encourages applications from qualified individuals who will help us achieve this mission. Hiring is contingent upon eligibility to work in the United States and a successful completion of a background check.

Application Instructions:

All applicants must apply online via www.saintmichaelsplayhouse.org. Please be prepared to submit the following documents.

- Resume
- Letter of Application
- Two (2) letters of recommendation