

TheatreWorks

SILICON VALLEY

COMPANY MANAGEMENT INTERNSHIP

TheatreWorks' Company Management intern serves as the main contact between the artists and the company's staff. This communication is particularly important for theatre artists visiting from outside of the SF Bay Area. The Company Manager intern will work closely with the Company Manager on a variety of tasks during our busy summer, focusing largely on the work around and during the annual New Works Festival.

Responsibilities may include:

- Managing travel and accommodation of out of town playwrights, designers and other artists including from the airport to their local housing.
- Create Travel support documents
- Assisting with union and non- union artist contracts
- Assisting with artist's hospitality
- Lift 25 pds

Experience/Background/Skills:

- Excellent written and verbal communication skills
- Detail oriented and strong ability to multitask
- Self-starter who can work independently
- Flexibility to work in fast paced environment
- Outgoing and comfortable with meeting new people
- Valid driver's license with use of a car
- Strong Microsoft skills

Dates/Hours:

June through August. Although most work will be during normal business hours between 9am–5pm, as we get closer to the New Works Festival, schedule flexibility is a necessity as the Festival's needs come at all hours of the day.