



Title	Company Management Intern	Weekly Hours	40
Department	Administration General Management	Time Frame	Intern 1: May 28th-September 14th (Should be postgrad) Intern 2: May 28th-August 20th (end date flexible for Intern 2)
Department Head Direct Supervisor	BSC Management Company Manager, Associate CM		

**Position Overview:**

The Company Management Intern joins the Company Management team with the goal of providing a positive experience for over one hundred visiting artists and staff each season. The Company Management intern will dive into the day to day operation of the company and gain a holistic understanding of what is required to keep a large AEA regional theater operational in the midst of the season.

**Primary Projects:**

- Booking, coordinating, and providing transportation to and from Train stations, Bus Stations and Airports to our location in Pittsfield, MA for visiting Artists and Seasonal staff.
- Administrative tasks that can include but are not limited to maintaining the company management calendar and completing weekly AEA reports with supervision.
- Answering questions and fulfilling artist and staff requests.
- Assisting with the planning and execution of company social events such as opening night parties.

**Additional Projects and Responsibilities:**

- One eight hour shift in the box office each week to learn the ticketing software Tessitura
- Assisting with housing setup, takedown, and transitions which can include cleaning.
- Assisting with logging and maintaining our Company vehicle fleet
- Occasional Distribution of Company Mail and Paychecks
- Assisting with Artist onboarding and Payroll

### **Job Requirements:**

- Valid driver's license and at least 3 years of driving experience.
- Must be able to handle a fast paced work environment that can involve up to 4 consecutive hours on your feet.
- Positive "can do" attitude.
- Adaptability to constantly evolving schedules.
- Proficiency in the Google Suite (Sheets, Docs, Gmail, Google Calendar)
- Excellent written and verbal communication skills.
- Weekend and evening hours are required, days off vary by week.

### **Ideal Qualifications:**

- Previous leadership experience a plus
- Camp Counselor or RA experience a plus
- Personal vehicle a plus
- Previous on the job driving experience a plus

### **Skills the intern will develop or learn while in the internship:**

- An understanding of the inner workings of a large regional theater.
- An understanding of Union requirements in regards to housing, transportation etc.
- Increased professional communication skills when faced with disagreement and resentment.
- The stamina required to succeed in the field of Regional Theater Company Management

### **Example "Day in the Life:"**

In company management no one day is the same and the hours you work in a day can greatly vary while ensuring each intern remains under 40 hours of work each week.

#### **A day in the life that could occur:**

11:00 am drive to Hudson, NY to pickup a visiting artist, settle them into housing by 1:30pm

Lunch

2:30pm-5:30pm administrative tasks at the office such as onboarding or coordinating future transportation

5:30pm-6:30pm Dinner

7:00pm set up opening night party with team in collaboration with other departments.

9:00-10:00 pm Party