



Title	Company Management Intern	Weekly Hours	40 Hours
Department	General/Company Management	Time Frame	
Direct Supervisor	Company Manager		

Position Overview:

As a supportive position to the Company Management Team, the Interns will complete housing, travel and administrative tasks as assigned by the team leaders..

Primary Projects:

- Distribution of “In the Loop” weekly newsletter to Company
- Preview, Opening, and Closing Night Party Assistance
- Setting up housing for artists and staff.
- Arranging travel arrivals and departures for artists, staff and students.
- Pickups from airports, train and bus stations.
- Addressing housing needs for artists, staff and students.

Additional Responsibilities:

- Distribution of mail and checks at rehearsals and dressing rooms.
- Checking in with Artists at rehearsals and events
- Assisting in event preparations and execution as needed
- Providing assistance as emergency contacts for the education department.
- Assisting in housing cleanings and preparations as needed
- Intern Classes- Tuesday

Requirements:

Interns will work no more than 40 hours a week. Due to the nature of the job, days off will vary depending on Company needs. Interns will be on a slightly adjusted ‘on call’ schedule, being available to the Company Managers as part of their 40h/week in case of emergencies. Interns are expected to be present at all Company Management led events including but not limited to; Opening night events, preview and closing toasts and staff parties. As the first point of contact, and representatives of Barrington Stage Company, interns must maintain a professional demeanor and appearance.

General Knowledge:

Interns will gain knowledge in focusing on the big picture, adhering to standards and policies, ensuring that they are adhered to, and supporting the Company Management team in their positions. The company management interns will serve as the welcoming face of Barrington Stage, ensuring all company members' needs are met so they can successfully focus on their work and creativity.

Skills:

Project/Event Management, Discretion, Emotional Intelligence, Problem Solving, Time Management, Attention to Detail, Empathy, Flexibility, Collaboration, Critical Thinking, Adaptability.

Abilities:

Determination, Persistence, Self- Motivation, Working well in a team environment, Creative Ability, People Person, Professionalism.

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

Travel & Housing Coordination, Problem Solving, Time Management, Calendar Management, Budget & Expense Tracking, Google Suite, Union Protocols, Conflict Resolution, Leadership