

Apprenticeships

Round House offers seven apprenticeships designed to offer more extensive training for recent college graduates. Apprentices receive a travel stipend and are expected to work 25 to 40 hours a week for a full season. Apprenticeships work weekends and evenings as required.

Arts Administration Apprentice

The Arts Administration Apprenticeship provides in-depth exposure to all aspects of a LORT theater's daily management. The Apprentice will work with the General Manager and key management staff on bookkeeping and financial reporting, budgeting, contract administration, theatrical unions, human resources, facilities management, and other aspects of non-profit administration. Other duties may include: preparing financial and demographic reports for government entities and foundations, industry research, coordination of volunteer activities and staff development. Candidates should possess a warm personality with strong communication, multi-tasking and problem-solving skills, as well as proficiency in Excel and all other Microsoft applications. Candidates should submit a cover letter and resume to Danisha Crosby at dcrosby@roundhousetheatre.org

Artistic Apprentice

The Artistic Apprenticeship provides on-the-job training for an early career artist and administrator. Through daily interaction and direct mentorship by the Producing Artistic Director and Associate Producer, the position provides a chance to see directors, artists, administrators, and educators at work. The Apprentice will serve as an assistant director on 2-3 shows and participate in planning the upcoming season. Other responsibilities include: reading play submissions, writing support materials, assisting with casting, leading post show discussions, and assisting in the day-to-day needs of the Producing Artistic Director and Associate Producer. Applicants must have directing experience, be detail oriented, and have excellent interpersonal and written communication skills. Candidates should submit cover letter and resume to Danisha Crosby at dcrosby@roundhousetheatre.org

Development Apprentice

The Development Apprentice will work closely with each member of the Development department to learn about all aspects of fundraising for a nonprofit theater. The Apprentice will provide support for campaigns, special events, and daily development activities. Other duties may include: prospect research, assisting with preparation and execution of donor mailings, and administrative support for the department. Candidates must be detail-oriented, have excellent written and interpersonal communication skills, and have a strong ability to multi-task. Candidates should submit cover letter and resume to Danisha Crosby at dcrosby@roundhousetheatre.org

Education Apprentice

The Education Apprenticeship provides on-the-job training for an early career educator and administrator. Through daily interaction and direct mentorship by the Education staff, the position provides a chance to see administrators, educators, and artists at work in a non-profit theatre. The Apprentice serves as a teaching assistant/faculty for RHT education programs and will participate in curriculum and program development. Other responsibilities include: providing day-to-day administrative support, working on long term projects, leading post show discussions,

and assisting with key outreach experiences. Applicants must have teaching experience, collaborate well, be detail oriented, and have excellent interpersonal and written communication skills. Candidates should submit cover letter and resume to Danisha Crosby at dcrosby@roundhousetheatre.org.

Marketing Apprentice

The Marketing Apprentice will work closely with the staff in order to learn more about the marketing and public relations aspects of not-for-profit theatres. The apprentice will receive training in the planning and implementation of key marketing concepts including: advertising, social media and digital marketing creation, distribution of promotional materials, group outreach and sales, assisting with press and media relations, and researching new marketing opportunities. Applicants must have excellent interpersonal and written communication skills, and have a strong knowledge of Microsoft office. Knowledge of Adobe Creative Suite a plus. Candidates should submit cover letter and resume to Danisha Crosby at dcrosby@roundhousetheatre.org

Production/Technical Apprentice

The Production/Technical Apprenticeship provides on-the-job training for an early career production artist, allowing them to gain an understanding of the various production and technical responsibilities associated with not-for-profit professional theatre. The apprentice will gain experience in working with others through consistent and structured contact with artistic and technical production staff, as well as seasonal designers, actors and artisans. Allowing the apprentice to assist in the mounting, maintenance, and running of several professional productions servicing the gamut of set, lights, props, costumes and sound assists apprentices with building experience and professional contacts in a variety of areas. Type of work to be performed will depend on the area of specialization and specific demands of each production. Applicants should have the ability to handle multiple tasks and projects, be positive in high stress situations, basic computer skills, the ability to lift, push, or maneuver up to 50 lbs repeatedly either alone or with others. Ability to read basic shop drawings and plots preferred. This position requires a valid Driver's License, and the ability to drive a seven- passenger van. Candidates should submit a cover letter and resume to Danisha Crosby dcrosby@roundhousetheatre.org.

Stage Management Apprentice

The Stage Management Apprentice will work with the Production Manager, Equity Stage Manager, and Production Assistant in order to gain an appreciation for and an understanding of the various production and union responsibilities associated with a non-profit Equity Theatre. The apprentice will build rehearsal management skills through serving as a rehearsal assistant on a minimum of 5 Round House productions during the regular season, as well as serving on run crew for 2 shows. The apprentice will also gain administrative experience by working in the production office. Applicants should have the ability to handle multiple tasks and projects, demonstrated professionalism and attention to detail, experience in stage management, excellent computer skills and the ability to lift, push, or maneuver up to 50 lbs repeatedly either alone or with others. Valid Driver's License preferred. Candidates should submit a cover letter and resume to Danisha Crosby dcrosby@roundhousetheatre.org.