

Apprenticeships

Round House offers a number of 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. Apprentices work weekends and evenings as required.

Arts Administration Apprentice w/a focus on Development/Marketing & Communications/General Management

The Arts Administrative Apprentices will work closely with the staff in order to learn more about the fundraising, marketing and public relations, and daily management of a professional LORT theatre. The Arts Administration Apprenticeship can be tailored to a focus on Development, Marketing & Communications, or General Management. The Marketing & Communications focus will include training in the planning and implementation of key marketing concepts. This includes: assisting in audience development through digital, print, and promotional channels; researching and developing promotional and partnership opportunities for mainstage and education programs; assisting with press and media relations; participating in the creation of creative content to promote programs; and participation in marketing & communications strategy meetings. The Development focus will include training in building fundraising campaigns, researching prospective funders, cultivating donor relationships, writing grant proposals, and planning and executing special events. General Management will include working in bookkeeping and financial reporting, budgeting, contract administration, theatrical unions, human resources, facilities management, and other aspects of non-profit administration. Candidates should possess a warm personality, have strong written and interpersonal communication skills, be detail-oriented and able to multi-task, as well as proficiency in Excel and all other Microsoft applications. Knowledge of Adobe Creative Suite a plus. Candidates should submit a cover letter and resume to the Director of Education, 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 Artistic Director and Associate Artistic Director, 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 Artistic Department. Applicants must have directing experience, be detail oriented, and have excellent interpersonal and written communication skills. Candidates should submit cover letter and resume to the Director of Education, 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, 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 the Director of Education, Danisha Crosby at Dcrosby@roundhousetheatre.org.

Community Engagement Apprentice

The Community Engagement Apprenticeship provides on-the-job training for an early career administrator who is interested in relationship building in the arts for purposes of audience development, community outreach, promotion, communications, and continued education. This position would work directly with several departments and will focus on establishing partnerships with external stakeholders through various projects, including but not limited to: oversight of the Community Ticket Grant program, nurturing relationships with civic and business leaders to support cross-promotion, assisting with internal advertising for sponsors and partners, research and prospecting of potential institutional and programmatic partners, and attend various community meetings and events with Round House representatives to develop networking skills. Candidates should possess a warm, outgoing personality, have strong written and interpersonal communication skills, be detail-oriented and able to multi-task, as well as proficiency in Excel and all other Microsoft applications. Candidates should submit a cover letter and resume to the Director of Education, Danisha Crosby at Dcrosby@roundhousetheatre.org.

Literary Apprentice

The Literary Apprenticeship provides on-the-job training for an early career artist and administrator. This position would work directly with the Literary Manager and will focusing on learning about the various activities of a literary manager and dramaturg at a LORT theatre. Activities may include: Managing script submissions and tracking all new-play requests, tracking world premieres in London and the US; researching initial outreach for audience enrichment/engagement; participating in post-show discussions and events; participating in season planning discussions, scouting local playwrights, assisting in planning workshops for commissioned artists, and brainstorming written enrichment with Literary Manager. Candidates should possess a warm personality, have strong written and interpersonal communication skills, be detail-oriented and able to multi-task, as well as proficiency in Excel and all other Microsoft applications. Candidates should submit a cover letter and resume to the Director of Education, Danisha Crosby at 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 general production and administrative experience by working in various departments within production. Applicants should have the ability to handle multiple tasks and projects, demonstrate 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 the Director of Education, Danisha Crosby at Dcrosby@roundhousetheatre.org.

Production Apprentice

The Production Apprentice will work with the Production Manager and production staff member 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 may specialize in costuming, stage craft, or lighting/sound, but will be expected to work across departments. Applicants should have the ability to handle multiple tasks and projects, demonstrate professionalism and attention to detail, experience in production and technical, 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 the Director of Education, Danisha Crosby at Dcrosby@roundhousetheatre.org.