

Apprenticeships

Round House offers a number of apprenticeships designed to offer more extensive training for recent college graduates. Apprentices receive a travel stipend of \$150 a week and are expected to work 25 to 40 hours a week for a full season. Apprentices work weekends and evenings as required. Additional part-time employment may be available at the theatre.

Arts Administration/Development Apprentice (fundraising focus)

The Arts Administrative Apprentice will work closely with the staff in order to learn more about the fundraising and daily management of a professional LORT theatre, which is essential to anyone considering a future leadership role in arts administration. The Development focus will include training in building fundraising campaigns, researching prospective funders, cultivating donor relationships, grant writing, soliciting individual, corporate and foundation gifts, and planning and executing special events. Additional experience in general management may 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. Candidates should submit a cover letter and resume to the Director of Education, Danisha Crosby at Education@RoundHouseTheatre.org.

Marketing Apprentice w/a focus on Digital Communications, Graphic Arts, or General Marketing and Communications (2 each season)

The Marketing Apprentices will work closely with the staff in order to learn more about the marketing and public relations of a professional LORT theatre including training in the planning and implementation of key marketing concepts and participation in marketing & communications strategy meetings. A General Marketing & Communications focus will include assisting in audience development through digital, print, and promotional channels; researching and developing promotional and partnership opportunities; assisting with press and media relations. A focus on Digital Communications will include concepts such as brand management, email marketing, participating in the creation of creative content to promote programs, and social media content creation. A focus on Graphic Arts will include the process of designing marketing materials such as print and web advertisements, direct mail packages, brochures, invitations, emails, signage, and more. This apprentice will hone their design skills and learn how to take a multitude of projects from concept through production. All candidates should possess a warm personality, have strong written and interpersonal communication skills, be detail-oriented and able to multi-task, a proficiency in Excel and all other Microsoft applications, as well as an interest in gaining proficiency in Adobe Creative Suite and/or Adobe Premiere or Final Cut and related software. Candidates should submit a cover letter and resume to the Director of Education, Danisha Crosby at Education@RoundHouseTheatre.org

Artistic Apprentice (2 each season)

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 Education@RoundHouseTheatre.org

Costume Shop Apprentice

The Costume Shop Apprentice will work with the Costume Shop Manager in order to gain an appreciation for and an understanding of the design, creation, and maintenance of a theatrical wardrobe at a professional theatre. This will include hands-on crafting opportunities as well as assisting with the administrative needs of the Costume Shop. The Apprentice will also become familiar with various production and union responsibilities associated with an Equity Theatre. The Apprentice will primarily focus on costuming but will be expected to work across departments as needs arise. Ideal applicants should have basic sewing skills and an interest in creating theatrical costumes, the ability to handle multiple tasks, be detail oriented, and have excellent interpersonal, computer, and written communication skills. Ideal applicants should also have 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 Education@RoundHouseTheatre.org

Education Apprentice

The Education Apprenticeship provides on-the-job training for an early career educator and administrator and provides an opportunity to learn the inner workings of a multi-faceted education program at an Equity Theatre. Through daily interaction and direct mentorship by the Education staff, the position provides a chance to see administrators, educators, and artists at work. 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 Education@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 Education@RoundHouseTheatre.org