

## Apprenticeships

Round House offers five 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/General Management**

The Arts Administrative Apprentice 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, or General Management. The marketing focus will include 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. The development focus will provide learn about and support campaigns, special events, and daily development activities including donor research and cultivation. 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](mailto: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](mailto: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](mailto: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, 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 the Director of Education, Danisha Crosby at [dcrosby@roundhousetheatre.org](mailto:dcrosby@roundhousetheatre.org).