

House/Concessions Management Apprentice

About Dorset Theatre Festival:

Dorset Theatre Festival, an acclaimed AEA summer company in Vermont, offers opportunities for in-depth professional experience in a small, selective, and supportive summer apprenticeship program. Apprentices work directly with professional theatre staff and renowned actors, directors, playwrights, and designers, many with Broadway credits, in our charming, well-equipped theatre in a quintessential rural Vermont setting.

Dorset Theatre Festival offers all apprentices opportunities to learn from theatre professionals and expand their networks through program-wide apprentice seminars and outings.

Additionally, the Festival fosters a collaborative environment and provides holistic learning opportunities by requiring all apprentices to assist in changeovers between productions.

About the Position:

Dorset Theatre Festival seeks a House/Concessions Management Apprentice for its 2018 summer season. Employment dates run early June through early September.

Under the supervision of the House Manager, the House/Concessions Management Apprentice assists front of house operations, including managing café operations and sales. Alongside the House Manager, the House/Concessions Management Apprentice supervises a roster of volunteers, assuring professionalism of Front of House operations for all events at the Dorset Playhouse.

The House/Concessions Management Apprentice assists with seating, wayfinding, guest entry and egress, ticket taking, distributing programs and marketing materials, answering guest questions, recruiting and training ushers, and enforcing house policies during performances.

The House/Concessions Management Apprentice also works with cafe vendors to coordinate pick-up and drop-off of goods. During intermission, this position is responsible for cafe food, beverage (beer, wine, and non-alcoholic refreshments) sales and maintaining a pleasant experience for visitors.

Two years of college (or equivalent experience) required. Customer service experience, a professional and pleasant demeanor, and basic math skills required. TIPS certification preferred, though training will be provided. First aid, AED, and CPR certification desirable. Valid driver's license required, access to personal vehicle desired.

Compensation and Perks:

- \$150 per week stipend
- Provided double-occupancy rooming
- Regular time off to enjoy the spectacular Vermont summer season
- Opportunity to do more than “make the coffee”: as a Dorset Theatre Festival Apprentice, you will be a crucial part of your department, learning from and working with top-notch theatre professionals.

To Apply:

Please email cover letter, resume, and list of references to: jobs@dorsettheatrefestival.org. Please indicate your top three areas of interest within your cover letter. Additionally, please

indicate in your cover letter how you came across this opportunity. Contact name: Marissa Hutton

Dorset Theatre Festival is committed to creating a diverse and inclusive environment and considers applicants for employment without regard to—and does not discriminate on the basis of—an individual's sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Dorset Theatre Festival discriminate on the basis of sexual orientation or gender identity or expression. Dorset Theatre Festival is an affirmative action/equal opportunity employer.