

Patron Services & Special Events 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 Patron Services & Special Events Apprentice for their 2018 summer season. Employment dates run early June through early September.

This position is particularly suited to versatile candidates who are interested in engaging with all aspects of theatre patron management. Working directly under the Marketing Manager, the Patron Services & Special Events Apprentice will work with the Marketing Manager on developing marketing plans and collateral for special events, including annual fundraising gala, Community Partner nights, and New Play Readings, and will divide their time between assisting the Box Office and House Managers at performances with pre-show ticket pickup and intermission cafe sales.

Two years of college (or equivalent experience) required. Candidates for this position should be comfortable managing multiple priorities in a fast-paced, deadline-driven environment.

Computer fluency, strong writing skills, basic math skills, and good phone skills required. Customer service, marketing, or retail experience preferred. Experience with Adobe Creative Suite, photography, and videography preferred.

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.