

## Company 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 Company Management Apprentice for its 2018 summer season. Employment dates run early June through early September.

Working under the supervision of the Company Manager, the Company Management Apprentice will serve as a local contact for the casts, design teams, playwrights, and seasonal staff of each Dorset Theatre Festival production during their residence in Vermont.

Responsibilities include artist transportation (including pick-up/drop-off trips to Albany's airport and Amtrak station for visiting artists), maintaining guest and company housing, greeting guest artists when they arrive in Vermont, and assisting with first rehearsals, opening night parties, and several company-wide events throughout the season. The Company Management Apprentice will assist the Company Manager in tasks supporting the wellbeing of the full company.

Two years of college (or equivalent experience) required. Previous Company Management, Stage Management, or customer service experience desired. Excellent written, verbal and interpersonal communication skills as well as demonstrated organizational abilities required.

Successful candidates will be adept at managing multiple tasks simultaneously and will be capable of responding quickly and appropriately to the often personal needs of guest artists. This position requires nights and weekend shifts. A clean driving record, valid driver's license, and access to personal vehicle is required.

### **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](mailto: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.