

CCAETHEATRICALS



JOB DESCRIPTION

The Dorris Staples Theatrical Conservatory (DSTC), a program of CCAE Theatricals, provides access to and creates pathways for careers and experiences in theatre arts, ensuring the industry belongs to everyone. DSTC apprenticeships provide the opportunity for paid training and workforce development in technical and artistic fields of theatrical production as well as arts leadership and administration.

Artistic Department Apprentice:

Part-time, hourly, nonexempt, \$20/hour

Approximately 15-20 hours per week.

Reports to the Artistic Director, and works closely with other departmental leaders

DEADLINE TO APPLY

December 11th, 2023

TIME FRAME

January 1, 2024 to August 31st, 2024 (start and end dates are approximate)

HOW TO APPLY

Please send a resume and cover letter to jobs@theatricals.org

POSITION OVERVIEW

The Artistic Department Apprenticeship is designed to give pre-professional theatre artists or curious but determined individuals a broad view of all operations of the artistic department of a professional theatre company, including but not limited to artistic direction and planning, dramaturgy and script analysis, audition coordination, maintaining the artists database, corresponding with artists and agents, community engagement and audience development, etc. The apprentice will gain real-world, professional experience supporting artistic and general operations of CCAE Theatricals and the Performing Arts department, as well as the Conservatory and the presented season. The apprentice will work closely with various members of the department, including the Artistic and Managing Directors, Education Director, Marketing Consultants, and other apprentices.

Assigned duties and responsibilities may include:

- Assist the Artistic Director in daily administrative operations of CCAE Theatricals
- Assist the Managing Producer in daily administrative operations of CCAE Theatricals
- Note-taking and observation of Designer Run-Throughs and rehearsals
- Note-taking and observation during production meetings
- Calendar Management
- Clerical Tasks such as Copying, Scanning, and Organizing Materials

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- Attend auditions and co-ordinate with casting for the upcoming season.
- Collaborate with the Technical Theatre department on needs for current and upcoming productions
- Conduct dramaturgical research for upcoming productions
- Assist with planning and operations of opening and closing night festivities
- Assist with planning and operations of Discovery Sundays (post-show talk backs)
- Assist with planning and operations of Educator Nights
- Participate in creating copy for press releases, email newsletters, website, and social media campaigns
- Participate in marketing and communications meetings involving various departments across the organization
- Conduct community outreach, including distributing flyers, tabling at events, and coordinating strategic partnership outreach
- Represent CCAE Theatricals at promotional events as necessary
- Maintain press and advertising materials
- Contribute to social media management as requested, including Instagram, Facebook, and TikTok
- Attend department meetings as requested
- Other duties as assigned
- STAGED READING SERIES:
 - One of the main projects for Dorris Staples Theatrical Conservatory apprentices is to work collaboratively on the apprentice-produced Staged Reading Series. The staged readings are a unique opportunity for apprentices to take ownership of a project with guidance and support from industry professionals. There will be two staged readings per year: one in the fall and one in the spring.
- APPRENTICE-PRODUCED BLOG:
 - Contribute to the apprentice-produced blog series, including writing and/or speaking on topics of interest in theatre production and management.

BENEFITS

In addition to compensation and industry guidance and experience, apprentices receive 4 pairs of complimentary tickets per year as well as free admission to each of DSTC's Masterclasses.

WORKING ENVIRONMENT

In-person work will be completed in one of various places:

- CCAE Theatricals' office space (San Marcos)
- California Center for the Arts, Escondido: The Center's unique campus includes a 1,500-seat Concert Hall, a 400-seat Center Theater, contemporary art museum, art and dance studios, and a full-service conference center with meeting and banquet facilities, and offices.
- Community performances or school programs at varying locations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. However, reasonable accommodations can be made to help the employee perform tasks successfully.

Must be able to regularly move up to 10 pounds, and occasionally move 20 pounds.

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The employee is regularly required to either remain stationary or move throughout the building offices or rehearsal spaces.

The employee should be able to communicate via speech, text, or other means.

EEO STATEMENT

At CCAE Theatricals, we are committed to fostering a diverse and inclusive workplace. We believe that diversity in all its forms enriches our creativity, enhances our productions, and strengthens our community. We are dedicated to providing equal employment opportunities to all individuals regardless of race, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, or any other characteristic.

We actively seek to create an environment where every employee, artist, and volunteer feels respected, valued, and empowered to contribute their unique perspectives and talents.

Discrimination or harassment of any kind, including that which is based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or marital status, will not be tolerated at CCAE Theatricals.

Our commitment to EEO extends to all aspects of employment, including recruitment, hiring, training, promotion, compensation, benefits, and all other conditions and privileges of employment. We are dedicated to making reasonable accommodations for qualified individuals with disabilities, as required by applicable law.

We encourage individuals from underrepresented groups to apply and join us in our mission to create outstanding theatre experiences that reflect the rich tapestry of our society. By embracing diversity and promoting inclusion, we believe we can better tell stories that resonate with our diverse audiences and inspire positive change.

We are committed to upholding these principles in all of our operations and productions, and we invite our employees, artists, volunteers, and patrons to join us in creating a vibrant and inclusive theatre community.

WHO SHOULD APPLY?

The Artistic Department Apprenticeship is open to collaborative and determined individuals looking to gain experience and learn from industry professionals of arts administration.

The Dorris Staples Theatrical Conservatory is committed to increasing access and representation of those historically underrepresented in the theatre industry, both on stage and off. In service of that mission, individuals who have experienced barriers to access in the industry are encouraged to apply. Barriers to access show up in many ways, including but not limited to those tied to identity, finances, and education.

Students eligible for the Learning-Aligned Employment Program, or LAEP, are encouraged to apply. All students regardless of their LAEP eligibility will be considered, as well as individuals who are not currently students.