

JOB DESCRIPTION

Job Title: Stage Management Apprentice
Department: Stage Management
Reports To: Production Stage Manager
Prepared Date: 4.16.18

ABOUT DALLAS THEATER CENTER

One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wylie Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. Under the leadership of Enloe/Rose Artistic Director Kevin Moriarty and Managing Director Jeffrey Woodward, DTC produces a seven-play subscription series of classics, musicals and new plays and an annual production of A Christmas Carol; extensive education programs, including the Award-winning Project Discovery, SummerStage and partnerships with Southern Methodist University's Meadows School of the Arts and Booker T. Washington High School for the Performing and Visual Arts; and many community collaboration efforts with local organizations. In 2017, DTC launched Public Works Dallas, a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual production featuring over 200 Dallas citizens performing a Shakespeare play. Throughout its history, DTC has produced many new works, including recent premieres of Miller, Mississippi by Boo Killebrew; Hood: The Robin Hood Musical Adventure by Douglas Carter Beane and Lewis Flinn; Bella: An American Tall Tale by Kirsten Childs; Clarkston by Samuel D. Hunter; The Fortress of Solitude by Michael Friedman and Itamar Moses; Giant by Michael John LaChiusa and Sybille Pearson, and many more.

The mission of DTC is to engage, entertain and inspire our diverse community by creating experiences that stimulate new ways of thinking and living. We will do this by consistently producing plays, educational programs, and other initiatives that are of the highest quality and reach the broadest possible constituency.

As a member of The League of Resident Theaters (LORT), DTC operates under the LORT agreement with Actors' Equity, the Stage Directors and Choreographers Society and United Scenic Artists.

SUMMARY

Dallas Theater Center (DTC) is now accepting resumes for a Stage Management Apprentice for its 2018-2019 Season. The apprentice serves as an integral part of the stage management department and will serve on the stage management team for a minimum of four productions. The ideal candidate would be dedicated, detail oriented, self motivated and able to maintain a positive attitude in high stress situations. The position is full-time, hourly pay with overtime and the option of a benefits package while being responsible for their own housing and transportation. DTC operates under LORT B, C, & D agreements allowing the apprentice to be eligible for the EMC program.

ESSENTIAL DUTIES

- Assist the Production Stage Manager on a regular basis providing general support as needed and assigned.
- Ensure hospitality is fully stocked on all campuses.
- Ensure the office is fully stocked with all administrative and office supplies.
- Attend bi-weekly check-ins as well as bi-annual reviews with the Production Stage Manager.
- Attend all full company meetings throughout the season.
- Assist in support of institution special events (Gala, Opening Nights, etc.) as needed.
- Assist AEA Stage Manager(s) with pre-production and strike for all shows.
- Assist AEA Stage Manager(s) with rehearsal process, run and close of assigned shows.

SKILLS, KNOWLEDGE REQUIREMENTS, AND ESSENTIAL ATTRIBUTES

- Demonstrable experience of stage management.
- Sound general knowledge of AEA LORT rules and regulations
- Advanced time management and administration skills.
- Thorough and detailed organizational skills.
- Computer literacy including MS Office, Adobe Acrobat, Photoshop and Final Draft preferred.
- Ability to keep up in a fast pace setting and adapt on the fly.
- Ability to work under pressure while multi tasking.
- Excellent communication and interpersonal skills.
- Must be available to work extended hours including nights and weekends.

EDUCATION REQUIREMENTS

- Bachelor's degree (concentration in Stage Management preferred).
- 1-2 years experience working in a theatrical environment preferred.

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request

Please submit resume and cover letter via email to megan.winters@dallastheatercenter.org. No phone calls please.