Job Position: Costume Apprentice for Summer 2025 at Children's Theatre Workshop

Reports to: Costume Shop Manager Trina Tipping

Job Purpose: To receive hands-on training in costume design, costuming, and sewing skills, while providing CTW with assistance in school year productions. This program is intended for students/early-career theatre practitioners.

Duties and Responsibilities:
-Attend production meetings with other CTW staff.
-The activities will be a combination of building on the apprentice's previous experience and providing new skills, including:
- -hand sewing
- -Machine sewing
- -Fabric care
- -Costume design and construction
- -Taking costume measurements
- -Creating a costume plot
- -Navigate costuming rentals with partners

-Oversee CTW students with other staff as needed, including: taking attendance, maintaining a strong learning environment, escorting to bathroom breaks as appropriate for age group, and addressing disciplinary issues as needed in accordance with CTW's policies.

Qualifications:
-Previous experience in theatre productions. Having a specialization with gaps in knowledge is expected.
-Previous experience in working with young people.
-Ability to maintain composure and professionalism in high-energy environment.
-Flexibility and problem-solving skills.
-Must be at least 16 years old.
-FBI/BCI Fingerprinting required if applicant is 18 years old or older. If the applicant has not been fingerprinted, CTW will arrange for your fingerprinting.

Working Conditions:
-Hours are highly flexible and will be schedule in coordination with the Costume Shop Coordinator. Minimum hours: 20 hours a week. Maximum: 40 hours a week. Program begins May 27, 2025 and concludes August 15, 2025.
-Activities will usually occur at the Ohio Theatre or the costume shop in Toledo, OH.
-CTW will provide program supplies.
-Apprentices must arrange for their own transportation to each shift.
-Apprentices will work with students/children; however, apprentices will not supervise students/children on their own.
-CTW shall not discriminate on the basis of race, color, gender, national origin, pregnancy status, religion, economic status or military status with respect to its employment practices, rights privileges, programs, activities, and/or in the administration of its educational programs and activities.

Compensation: Apprentices are paid $15 per contact hour. Salaries will be paid in the nearest bi-weekly payroll. Apprentices may request to have checks mailed.

To Apply: Send resume and cover letter to Executive Artistic Director Aimee Reid. Email to areid@ctwtoledo.org. Hiring process includes an interview which can be conducted in person. Applications are accepted until positions are filled. We expect to have hiring complete by April 30, 2025.