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

Reports to: Technical Director Diane Schroeder

Job Purpose: To receive hands-on training in theatrical production design and technical skills, while providing CTW with assistance in summer productions. This program is intended for students/early-career theatre practitioners.

Duties and Responsibilities:
-Attend weekly planning meetings with other CTW staff.
-The activities will be a combination of building on the apprentice's previous experience and providing new skills, including:
    -Scenic painting, building, and props-making as needed.
    -Costuming activities including mending, altering, and cleaning.
    -Loading in/out productions.
    -Run crew for productions.
    -Light and sound operations and programming.
-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 Technical Director. Minimum hours: 20 hours a week. Maximum hours: 40 a week. Program begins May 27, 2025 and concludes August 15, 2025.
-Activities will usually occur at the Ohio Theatre or the Collingwood Arts Center. May occasionally assist with a touring program which goes to Toledo Parks and Libraries.
-CTW will provide any building equipment needed except for personal items like paint clothes.
-Apprentices will work with CTW students; however, apprentices will not be solely in charge of students at any time.
-Covid-19 vaccination is strongly recommended.
-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 all hiring complete by April 30, 2025.