

## **PRODUCTION/WARDROBE APPRENTICE**

### **GENERAL DESCRIPTION**

The Production/Wardrobe Apprentice will work closely with the Production & Company Manager, Stage Manager, Costumier, Production Staff and Artists of RHT to gain an appreciation for and an understanding of the various production and technical responsibilities associated with not-for-profit professional theatres, with a focus on costuming/wardrobe. The apprentice will assist with the mounting, maintenance, and running of RHT productions, increasing on-the-job experience and building professional contacts. This apprenticeship will include consistent and structured contact with artistic and technical production staff, as well as seasonal designers, actors and artisans. Type of work to be performed will depend on the apprentice's area of specialization and the specific demands of each production. Opportunities may exist for the apprentice to serve as the assistant to a designer or the designer on one or more productions.

### **TASK LIST**

- Serve as running crew member in charge of costumes: organizing and verifying plots, providing costume cleaning and maintenance, and plotting and executing quick changes.
- Prepare dressing rooms and related areas for technical rehearsals and supervise costume load-in.
- Provide general support for the Production department which may include working with scenic & props department, costume department, lighting or sound departments and/or production management. Specific tasks may include
  - Assist in maintenance and utilization of lighting equipment including working as electrician for scheduled light hang and focus.
  - Gain experience in set up/maintenance/utilization of sound equipment.
  - Gain experience as shop carpenter in basic set construction
  - Gain experience in the creation of properties and/or scenic art
- Participate in the complete production planning process from early design conception through the completion of production process.
- Assist designers with necessary research and learn to acquire unique and diverse items in order to fulfill unusual needs for productions.
- Assist with the rehearsal process when needed.
- Learn the fundamental duties associated with the production staff including: understanding the needs of the rehearsal process, communicating with designers and directors, working within a budget, assessing needs and purchasing supplies, scheduling, and working with various staff, artisans and artists.
- Potentially serve as costumiere or designer for projects/productions as assigned by Associate Producer.
- Potentially work in areas of production outside of area of specialization.

*Note: Many activities of the theatre occur outside of normal business hours. Apprentice is integral to rehearsals and performances and is expected to attend all rehearsal and performance calls*

### **ORGANIZATIONAL STRUCTURE**

The Apprentice Program is managed by the Director of Education & Outreach. The Production/Costume Apprentice will be directly supervised by member(s) of the production staff.

### **COMPENSATION**

Apprentices are paid \$7.20 per hour based on a 40 hour work week and receive all non-exempt employee benefits including health insurance.

### **PREFERRED PRIOR EXPERIENCE**

Bachelor's Degree (or completion of degree within 1 year) preferred

Demonstrated professionalism and attention to detail.

Demonstrated experience in at least one production field.

Valid driver's license required, own car preferred.

Ability to lift, push, and maneuver up to 50-70lbs repeatedly either alone or with others.

Ability to handle multiple tasks and projects concurrently.

Flexible work style with the ability to take direction and work with different types of people / personalities.