



Stage Management Apprentice

Aurora Mission:

Aurora Theatre is committed to producing quality, professional theatre for the Southeast, North Georgia, and our most ardent supporters, the residents of Gwinnett County. We will serve these communities by offering entertainment that nurtures a love of theatre and develops a new generation of theatergoers.

Things to Consider:

- The Stage Management apprenticeship does not offer academic credit
- The apprenticeship is eleven months in length, beginning in June 2019 and ending in June 2020
- The apprenticeship is full time – 40 hours per week
- Weekly schedules may vary with the duties and requirements of the overall production/administrative schedule
- Prospective apprentices should carefully evaluate their individual financial situations when applying for the program
- A weekly stipend of \$250 will be available, when working on multiple projects at the same time a bump in salary will be available
- The apprenticeship is a full-time commitment. An outside job cannot be relied upon as an income supplement
- Housing should be secured prior to beginning the apprenticeship

What you can expect from this Apprenticeship:

- Develop professional theatre protocol
- Refine your interpersonal skills
- Approach your career realistically
- Gain professional credit and your foot in the door to the professional theatre world
- Work closely with regional and national artistic talent
- Obtain eligibility to join Actors Equity EMC Program
- Work with other theatres and see productions in Atlanta for FREE or very low cost
- Cross train with Aurora Theatre's Acting Apprentice company, Technical Theatre and Costume Apprentices through classes with Aurora Theatre's artistic staff

Facilities:

Metro Waterproofing Mainstage Theatre, seating 250 with a 40-foot proscenium stage, houses Aurora's three musicals, three straight plays, two theatre for young audience productions, and special events. Operates under an Equity Small Professional Theatre contract (Level 8)

Peach State Federal Credit Union Studio, flexible seating for 90, a black box space which serves as a performance studio for Aurora's two Harvel Lab Series productions, a one-man version of a Christmas Carol, a one-woman holiday show, a Teatro Aurora offering, and special events.



Description and Expectations:

- Starting with pre-production meetings, then on through rehearsals and into performance, the Stage Management Apprentice will assist the Equity Stage Manager on musical and drama productions
- The Apprentice serves as the 2nd ASM/Crew Chief on Aurora's season opener and spring musical. Apprentice will serve as ASM/Crew Chief on 3 straight plays, holiday musical variety show, and fall TYA production. The Apprentice will serve as the Stage Manager for Aurora's winter TYA production and year-end Apprentice Showcase
- The Apprentice will be responsible for generating all backstage paperwork for Mainstage and TYA productions
- Reports directly to Company Manager and Resident Stage Manager. Monthly meetings will be expected to assess goals and progress. Additionally, there will be a mid-year and end-of year evaluation with Aurora Theatre's artistic staff members
- The work requires great organizational skills and close contact with directors, actors, designers, and Aurora's fulltime staff
- In rehearsal, the Apprentice's responsibilities include preparation of prompt books, and rehearsal paperwork, coordination rehearsal properties and costumes, and tracking line notes
- It is essential that the Apprentice be able to interact with a wide variety of personalities and adapt to various working styles. This includes being able to receive evaluations of his/her work
- The Apprentice must stay focused, take initiative, and maintain a professional demeanor in the work place
- Rehearsals occur at various points of the day based on the needs of the production (musicals generally rehearse in the evening). This is not a 9 to 5 position
- Promptness is mandatory. Tardiness is not tolerated
- Applicants must possess strong writing and computer skills. There is an emphasis on producing quality paperwork
- The ability to read music is desirable and prior stage management experience is required

Application Procedure:

Each candidate must submit the following items together in one package:

1. A current resume including educational and professional experience plus an ID snapshot or photo
2. Three (3) letters of reference
3. A personal statement of at least 250 words describing the candidate's expectations of the Apprentice Program and how it relates to his or her individual career goals

Application Deadline:

February 22, 2019, with interviews being conducted in mid-March.

Send Application to:

Katie Pelkey, Company Manager
c/o Aurora Theatre
P.O. Box 2014
Lawrenceville GA 30046

For more information about Aurora Theatre, please visit: <https://www.auroratheatre.com/>