

## **PTC Education Department and Marketing Department Apprenticeship**

### **Organizational Overview**

Penobscot Theatre Company is a nonprofit regional professional theater company in Bangor, Maine. Our mission is to inspire a life-long passion for the theatrical art form in the heart of Maine and beyond. Having earned a reputation for excellence and innovation over more than 49 years, the company seeks to broaden its impact as the region's cultural cornerstone – an engine of creativity, intellectual stimulation, economic growth, and community building. By creating distinctive live theater performances and programs that fully engage the heart and mind, we will continue to fuel the imagination of our audience, cultivate connections and understanding, and deeply enrich our community. For more information about our work, please visit our website at [www.penobscottheatre.org](http://www.penobscottheatre.org).

### **Position Overview**

This apprentice is responsible for supporting the programming and performances of PTC's educational department, Dramatic Academy, and is an assistant to the PTC marketing director.

With Dramatic Academy (DA), they will oversee multiple classes as a stage manager and instructor as well as help prepare for weekly classes and performances. With the marketing department, they will be responsible for managing the Dramatic Academy social media pages, assisting in capturing class content (photos, videos), organizing content for DA Playbills, picking up and distributing marketing materials. Additionally, they will answer to the PTC marketing director to help capture artist and audience videos, as well as assisting on events surrounding our 50th season.

This is a full time position where weekly hours will be split between both departments. Housing provided and position is eligible for benefits. Contract date is 7/24/23 through 7/22/24.

### **Responsibilities**

*Include, but are not limited to, the following:*

#### **Education - Dramatic Academy (DA)**

- Lead or assistant teach classes including, but not limited to, Stagecraft (a technical theater course for ages 11-16) and Homeschool Troupe (an acting class for Homeschooled students ages 7-15)
- Stage Manager for Performance Track (an afterschool program that through a rehearsal process accumulates fully conceptualized production performed for the community; ages 7-16)
- Substitute classes as needed due to illness or scheduling needs
- Training & supervising technical theater students throughout performances and technical

rehearsals

- Communication with currently enrolled and future families via email and phone
- Communication and data input of registration forms for all classes
- Assisting with community events on behalf of Dramatic Academy
- Assisting in creation and execution of DA class schedule including tech week and performances
- Communication and data input of forms for DA's "PTA" aka Parent Squad
- General space upkeep and organization of supplies as needed

### Marketing and Development

- Scheduling and taking photos of Mainstage Productions and Dramatic Academy classes
- Scheduling and taking videos of Mainstage Productions and Dramatic Academy classes
- Creating and collecting playbill information for Mainstage Productions and Dramatic Academy classes
- Hanging posters/billboards for Mainstage Productions and Dramatic Academy classes
- Organizing a "poster brigade" with volunteers for Mainstage Productions and Dramatic Academy classes
- Assist with auxiliary events around PTC's 50th Season.
- Responsible for scheduling and executing archival videos for all shows.
- Other Duties as needed.

### **Qualifications and Skills**

#### Suggested Skills:

- A general knowledge of the theatrical process
- 1 to 2 years experience teaching or working with children (ages 7-18) in a theatrical setting
- Previous experience as a Stage Manager
- Basic knowledge of ETC systems and QLab
- Basic knowledge of Canva, Adobe Illustrator, Photoshop, Video Editing
- A valid drivers license

#### Other Skills:

- Ability to work independently and within a team environment
- Strong problem-solving skills
- Adept skills of organization and follow-through
- Strong work ethic and a sense of urgency
- Ability to communicate clearly when giving directions or interacting with staff, visiting artists, volunteers, students, and apprentices

### **Compensation and Benefits:**

Contract Dates: 7/24/23 through 7/22/23 (52 weeks)

Salary: \$28,704

Benefits: Housing included at PTC's Theater Factory with a private bedroom and shared bathroom

Penobscot Theatre Company provides access to a variety of covered & voluntary Health Insurance plans. These include:

- An H.S.A. compatible Health Insurance Plan with Employer contributions.
- An Employer provided Life Insurance Plan of \$100,000.00.
- A Simple IRA plan with a matching 3% Employer match.
- Voluntary options for Dental & Vision.
- Access to Voluntary additional Life Insurance.
- Access to an Employee Assistance Plan.

### **Company Values:**

The successful candidate will exhibit an unwavering commitment to the company's values:

- **Creativity.** We are a destination for imagination, and we support the creative process by encouraging thoughtful risk-taking and unconventional approaches to problem-solving and story-telling.
- **Honesty.** We tell the truth through our art and in every personal interaction.
- **Respect.** We demonstrate respect for ourselves, for others, and for the work we do by acting ethically; welcoming difference; showing appreciation for the unique experiences, perspectives, and contributions of others; and engaging in open exchange about ideas and decisions.
- **Responsibility.** We acknowledge the context and consider the consequences of our actions, serving as thoughtful stewards of our resources and holding ourselves accountable.
- **Fairness.** We balance conflicting interests and exercise impartiality, objectivity, and equity in our interpersonal relationships, treating others as we would like to be treated.
- **Compassion.** We act with sensitivity to the feelings of others and seek to promote empathy and understanding through our work.
- **Greatness.** We strive continuously to improve, aspiring to the highest standards and contributing actively to a culture of excellence.

*This description is not intended to be a complete statement of job content, rather to act as a guide to the essential functions performed. Reasonable accommodations may be made to enable individuals with alternative skillsets or specific disabilities to perform the essential functions. The board of directors retains the discretion to add or change the duties of the position at any time. Individuals who work at Penobscot Theatre Company are "at will" employees. A more complete explanation of Penobscot Theatre Company personnel procedures is described in the Staff Handbook.*