

# Artistic and Administrative Apprenticeship:

## OVERVIEW

The artistic and administrative apprenticeship at the Playwrights' Center is a paid staff position that provides the opportunity to support the administrative and artistic aspects of the Playwrights' Center. Over the course of a year, each apprentice will serve as an administrative assistant to the membership department, as well as work as a stage manager in approximately 25 new play development workshops. Through weekly staff meetings, they will also gain working knowledge of how a nonprofit service organization runs and get experience assisting other departments as projects arise. Weekly hours will average 20 hours per week.

## WHAT TO EXPECT

### Administrative:

- Aggregate, curate, and disseminate relevant information, resources, and play submission opportunities for member playwrights around the world.
- Assist membership team, as necessary, in providing content for membership resources.
- Assist membership staff in facilitation of regular monthly (virtual) member play readings.

### Artistic:

- Serve as a new play development stage manager.
- Assist with public events along with other staff members (ex. bartending, backdoor monitor, etc.)
- Observe how a wide range of new plays are developed and how various playwrights tell stories.
- Meet and work with professional theater makers, including playwrights, directors, dramaturgs, designers, and actors.
- Receive invitations to all public and staff-only play readings and to selected artistic salons with visiting artistic leaders.

### Staff development:

- Attend weekly all-staff and artistic meetings.

- Learn how the Playwrights' Center as an organization works, how programs are run, what the values of the organization are, and how the staff collaborates to execute all parts of the organization's work. Observe how departments work together, where work intersects, and how staff approach strategic problem-solving.
- Work in and observe a non-profit theater arts service organization that values transparency and an artist-forward approach to their work.
- Attend weekly check-ins with a supervisor who will assess your work, answer questions that come up for you, and offer additional support or resources as needed.
- Attend an end-of-term virtual conversation with previous apprentices.
- Attend an end-of-term conversation with one of the leaders of the organization (artistic or managing director) to talk about your next steps and to get career advice.

## **Arts Education Apprenticeship:**

### **OVERVIEW**

The Arts Education apprenticeship at the Playwrights' Center is a paid staff position that supports the educational programs of the Playwrights' Center. Over the course of a year, the apprentice will serve as a teaching assistant to the membership and education department, assist with facilitation of regular monthly educational opportunities, copyedit articles, transcribe podcast and video content for the website, and gain an introductory understanding of developing and implementing learning resources for playwrights. Weekly hours will average 15 hours per week.

### **WHAT TO EXPECT**

#### **Education Administration:**

- Assist staff in facilitation of regular monthly (virtual and local) educational seminars, classes, and workshop intensives.
  - Provide technical and administrative support for teaching artists in and out of the classroom
  - Provide communication with class participants around enrollment, participation, homework, and follow-up notes
- Copyedit educational articles
- Transcribe podcast and video content for the website
- Update constituent database (CRM) with class registrations

- Provide administrative support to the University Programs and Partnerships staff (e.g., research and brainstorming for educational programming).
- Collaborate with marketing team to promote upcoming educational events via social media

**Benefits for staff development:**

- Attend weekly all-staff and artistic meetings.
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  - Work in and observe a non-profit theater arts service organization that values transparency and an artist-forward approach to their work.
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- Attend an end-of-term virtual conversation with previous apprentices.
- Attend an end-of-term conversation with one of the leaders of the organization (artistic or managing director) to talk about your next steps and to get career advice.