Professional Acting Apprentice

EXPERIENCE | TRAINING | COLLABORATION

Ensemble Theatre Cincinnati (ETC) is an Equal Opportunity Employer and does not discriminate against employees or applicants for employment on the basis of an individual’s race, color, gender, religion, creed, sexual orientation, national origin, ancestry, age, disability, marital status, veteran status, or any other status protected by applicable law. ETC believes diverse ideas, backgrounds, cultures, and traditions enrich the quality of our programs and strengthen our organization and mission. We are committed to recruiting an inclusive community of artists and administrators who reflect our world; fostering diversity, equity, inclusion, and access in all aspects of our work; and actively striving to be an antiracist theatre. ETC encourages applications from qualified individuals with intersectional perspectives and life experiences, especially those underrepresented in the theatre field.

Job Title: Acting Apprentice
Ensemble’s Apprentice Company is valued for their essential role in the organization’s operations and mission. It is very important to us that applicants are well informed about our apprentice program, this position, and our theatre, so please do not hesitate to ask questions.

Dates: August 2024–July 2025
The 2024-2025 ETC Professional Acting Apprenticeship season is mid-August 2024 to mid-July 2025. Typically, before rehearsals start, the apprentices will participate in scheduled orientation sessions in August. Rehearsals for the first show of the season will commence in mid-August with the show opening in mid-September. The apprentice season will conclude with the apprentices starring in their own fully produced show in July. Specific start and end dates will be confirmed via forthcoming production calendars and agreements.

Position Summary
The Professional Acting Apprenticeship is an eleven-month paid position. The program is a great fit for the theatre maker who has had some hands-on experience or some formal training. The apprenticeship is designed to support early career professionals in the development of necessary skills and experience to further their careers in theatre. Under the training, mentorship, and supervision of the Director of Apprentice Programming, the Apprentice Program Associate, and the Production Stage Manager, the apprentice experiences the many layers of producing theatre professionally. Over the course of a season, each acting apprentice will be given rotating assignments for each show. This may include but is not limited to auditioning for each show with an applicable role or for an understudy position; observing rehearsals; understudying rehearsals; attending technical rehearsals; learning and rehearsing a running crew position; and attending curated events.

Vaccination Policy
Ensemble Theatre Cincinnati requires employees to be fully vaccinated against COVID-19. Documentation of vaccination status must be provided if an offer of employment is made. Employees are also required to maintain full vaccination status against COVID-19 and its variants with routine immunization and/or booster shots as stipulated by current and future CDC and Actors’ Equity Association guidelines.

Essential Functions
Each apprentice will take on assignments that may include:

- Rehearse and perform an acting role in the subscription series for the full rehearsal and performance schedule if cast by the Producing Artistic Director and/or visiting directors
- Step into the role of a contracted actor and perform as an understudy for ticketed performances, Actors’ Equity Association (AEA) put-in rehearsals, and/or other rehearsals at the discretion of the Producing Artistic Director
- Perform as an understudy in scheduled understudy rehearsals and performances
- Fulfill production crew assignments, including but not limited to assistant stage manager; sound, light, and/or video board operator; properties, costume, and/or set running crew; assistant house manager; light maintenance and housekeeping roles
• Assist with other duties such as strike and possible ushering
• Perform predetermined hospitality or other organizational duties
• Follow schedules, guidelines, protocols, and health and safety directives by ETC and AEA
• Select the season-end apprentice production
• Attend rehearsals and perform in the season-end apprentice production

Required Skills and Experience
• Some knowledge, experience, and efficiency as a theatre performer
• A desire and willingness to learn by doing and observing
• Basic knowledge of Actors’ Equity Association rules, guidelines, and resources
• A desire to work with and become an essential part of the ETC team

Work Environment and Physical Demands
• Ability to lift, carry, push, and pull up to 30 pounds
• Ability to climb stairs multiple times a day
• Ability to sit and stand for extended periods of time
• Ability to work in low light/dark settings
• Occasional stooping, kneeling, and crouching
• Digital dexterity and hand-eye coordination

In addition to the duties listed above, ETC expects the following of each employee: adheres to ETC policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in ETC events as needed or required; and completes other duties as assigned.

Compensation
A reasonable schedule and fair pay are important to us. The apprentice receives an above-minimum, livable hourly wage or weekly rate for hours worked as much as or above the current livable wage rate for the area. Further details will be discussed in the interview process. Besides production work assignments, the acting apprentice may on occasion have additional compensation opportunities for the following duties, including but not limited to: educational teaching artist positions; PR/marketing events; and other community engagement events. ETC supports the apprentice in seeking outside part-time employment. However, it is important to ensure that any outside employment not hinder the apprentice’s theatre schedule.

Application window is open December 15, 2023 – March 15, 2024.
To apply, visit https://ensemblecincinnati.org/about/apprentice-program/ to submit the online application and upload your cover letter, headshot, and résumé, and list your two references. Following receipt of your application, we may contact you for an in-person or Zoom interview. No phone calls, but applicants may email any questions to apprentice@ensemblecincinnati.org.