



Education Apprentice

2021-2022 Paid Education Apprentice Opportunity

Job Summary: Encore Stage & Studio is seeking an Education Apprentice for the 2021/2022 season. This apprenticeship will provide recent college graduates with full-time, hands-on experience working at a non-profit children's theatre company. The Apprentice will be involved in all aspects of the company and will have the opportunity to learn about arts education, marketing and outreach, box office and front of house operations, donor relations and development, event planning, production and technical theatre, and more.

Apprentice Responsibilities:

- Assistant teaching, co-teaching, and lead teaching in-house and in-school programming for students ages 3-18.
- Being on the teaching team for workshops and camps (including Holiday Mini-Camps, Spring Break Camps, and Summer Camps).
- Assisting the Education Director with scheduling, communicating with schools and teaching artists, and facilitating the operation of Encore's weekend and evening programming.
- Assisting the Education Director with production of educational local touring performances.
- Following Encore's Covid-19 safety policy, which includes wearing a mask at all times, participating in daily health screenings and temperature checks, and maintaining social distancing whenever possible.

What You Bring to Encore Stage & Studio:

- A passion for working with young people.
- Experience in the performing arts.
- Creativity, flexibility, and strong organizational skills.
- A desire to learn about the inner workings of an arts organization.
- The ability to work collaboratively and professionally with staff members and teaching artists.
- The ability to communicate clearly, effectively, and professionally with students, patrons, and families.
- The ability to work independently on projects.
- Experience with Google Suite, Excel, and Word processing software.



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What to Expect:

- You will report to the Education Director.
- 40-hour work week from December 1, 2021, to December 31, 2022. This includes evenings and weekends as required.
- Attending weekly staff meetings.
- Working inter-departmentally to support the organization.
- Mentorship from Encore staff.
- Opportunities for professional development.
- Complimentary tickets to all Encore productions.
- Weekly stipend of \$480

Location: Location: Encore's offices are located at Cherrydale United Methodist Church (3701 Lorcom Ln. Arlington, VA 22207). There is regular travel between the office, classes, and production locations. Transportation is the responsibility of the intern; access to a car is strongly recommended.

How to Apply: Please send a cover letter and resume to Madaline Langston, Education Director, at jobs@encorestage.org with the subject line "Education Intern—Your Name".

Applications are accepted on a rolling basis. For best consideration, apply by **Friday, September 17, 2021**. Applications will be accepted until the position is filled.

www.encorestageva.org/