



THE STATE COLLEGE COMMUNITY THEATRE

1250 University Drive, State College, Pennsylvania 16801
SCCTonline.org

2010 PRODUCTION STAFF - POSITION DESCRIPTION APPRENTICE COORDINATOR

The Apprentice Coordinator reports to the Producers. The Producers maintain authority to approve all matters of apprentice program curricula. In the event of irresolvable disputes among the production staff, the decision of the Producers shall be final.

Responsibilities:

- Develop and implement curriculum for SCCT Apprentice Program. Coordinate, supervise, and conduct acting classes, technical workshops, field trips, social and artistic events for apprentices.
- Coordinate apprentice shop hours in consultation with technical staff. Assist technical staff as needed, and supervise apprentices in various shops. Assure the safety of apprentices while on site, and assure that all have acquired transportation at the end of the work session.
- Develop and coordinate, in consultation with Stage Managers, schedule for apprentices serving on run crews for all productions.
- Supervise daily cleaning of house, lobby area, and restrooms by apprentices.
- Attend weekly production meetings for regular summer season productions.
- Assist with load-ins and strikes.
- Attend technical and dress rehearsals as requested by the Producers.
- Develop and direct end-of-season apprentice production based on Producer-approved script. Conduct rehearsals and supervise apprentices with set and costume construction. Supervise load-in and strike of apprentice production.

Qualifications:

- Must have training and experience in acting, directing, and general stagecraft. Teaching experience preferred.
- Must possess strong oral communication skills and be able to work in a team-oriented, community theatre environment composed of volunteers and professionals of varying ages and levels of talent.
- Must have or be willing to apply for Act 33 (Pennsylvania Child Abuse History) and Act 34 (Pennsylvania State Police Request for Criminal Check) clearances.
- Preference will be given to applicants who are age 21 or older.

Additional Information:

- The Apprentice Coordinator is expected to enforce and follow the rules and regulations established by the Board of Directors as well as to promote the educational mission of SCCT.
- A salary of \$300 per week will be paid weekly on Friday. If, for any reason, the Apprentice Coordinator cannot properly complete the position, the salary may be ended or reduced at the discretion of the Producers in consultation with the Board of Directors.

Producers: David Price President davidprice@usa.com
 Amber Daughtry Vice President amber.daughtry@gmail.com