

The Pacific Theatre Apprenticeship 2023/24 season:

Pacific Theatre is happy to announce that we are accepting applications for our apprenticeship program for the 2023/24 season. The apprenticeship is a cornerstone of what we do as a company; this year we will be offering one position for a period of ten months.

### About Pacific Theatre

Pacific Theatre aspires to delight, provoke and stimulate dialogue by producing theatre that rigorously explores the spiritual aspects of human experience. In over 38 seasons, Pacific Theatre has produced more than 150 professional mainstage productions, ranging from established works to original world premieres. In addition to our full season of plays, we are committed to the nurturing of emerging artists: the PT Apprenticeship program is vital to what we do. We are a tiny company with a huge heart; and, we share a commitment to artistic rigour, a sense of play, and teamwork. We create art on the unceded and shared territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səlilwətał (Tsleil-Waututh) Nations

### About the Apprenticeship

Pacific Theatre offers a paid apprenticeship program for artists and administrators who are young in craft and looking to expand their skills, while being mentored by other professional theatre artists and staff. The apprentice will split their time with the company between administrative tasks and their own self-directed artistic focus.

### Administrative

Part of the apprentice's work will include weekly administrative tasks, mostly related to Box Office and Front of House. Administrative work will average 10 - 15 hours a week depending on show needs. During any given show, the apprentice is expected to work three box office shifts/week (either a day slot and two evenings, or two day slots and one evening). Box office/front-of-house responsibilities include:

- Answering phones, selling tickets over the phone, answering questions about the theatre and the season.
- Processing subscriptions packages.
- Checking and responding to ticketing emails.
- Assisting with mailouts.
- Assisting with postering and handing out cards in the neighbourhood.
- Assisting with Front of House/Box Office duties in the evening as needed and helping to support the casual box office staff.
- Being responsible for one area related to the managing of the box office, e.g. organizing concessions, or scheduling volunteers.

### Artistic Focus

The PT Apprenticeship is tailored towards each individual participant and their area of artistic focus. We are seeking apprentices from all theatre disciplines including, but not limited to, theatre administration, acting, community engagement, design, directing, dramaturgy, producing, playwriting, production management and technical direction. The apprentice will be paired with a mentor who can support and guide them through their time at the company.

Apprentices will also be charged with producing at least one project of their choosing. Past examples include one-act plays, 24 Hour theatre festivals, actor showcases, and new play readings. Such projects provide excellent opportunities for aspiring directors, dramaturgs, producers, and playwrights, as well as actors. We will provide a modest budget for this project.

A major goal of the apprenticeship is to provide emerging artists with an artistic home in the Vancouver theatre community and to guide and assist apprentices in their artistic endeavours. We want to establish relationships with these emerging artists that will last long after their apprenticeship ends and help connect them with the theatre community at large.

Compensation is 25 hours a week at \$18 an hour.

#### Desired Qualifications

- Post-secondary theatre training is an asset, but not required
- A desire to work and learn under the Pacific Theatre ethos of anti-racist theatre practice, relational integrity and a culture of care
- A curious and growth-oriented mindset and ability to take initiative
- Strong time management skills.
- Ability to work both independently and in collaboration with a team
- Customer service experience
- Strong computer skills and familiarity with Mac computers

#### How To Apply

Successful applicants will have read our mandate, mission statement, the "[About Us](#)," "[Our Season](#)," and "[Justice and Inclusion](#)," sections on our website, to familiarize themselves with our core values and our past work. Candidates should expect to be asked, based on this information, what draws them to working with Pacific Theatre. Please know that, even if you don't think you qualify for this role, we believe that people who are drawn to our work have a place at PT and we want to connect with you.

Please note that due to Canadian immigration laws, we are only able to accept applicants who are already legally permitted to work in Canada.

Submissions should be made to Linnea Perry at [linnea@pacifictheatre.org](mailto:linnea@pacifictheatre.org).

PLEASE INCLUDE:

-A headshot (a clear, high quality photograph is sufficient if you don't have access to a professional headshot)

-All relevant resumes (acting, production, general work experience, etc.)

-A letter of intent detailing reason for applying, your area of disciplinary focus, specifically why you want to work with Pacific Theatre, and what you hope to get out of an apprenticeship

If you have barriers to access in this application or in the apprenticeship itself, please don't hesitate to reach out to us so that we can work with you to answer any questions or access needs you have. Please email [info@pacifictheatre.org](mailto:info@pacifictheatre.org) or call 604-731-5518.