



## APPRENTICESHIP PROGRAM 2024

Graciously supported by Denise Littlefield Sobel

The Glimmerglass Festival is reinforcing the company's decades-long history of mentoring and educating theater professionals with the Glimmerglass Festival Apprenticeship Program. With staff undergoing anti-bias training and education in creating more accessible, equitable, and inclusive work environments, the company offers hourly paid summer Apprenticeships in Artistic Administration, Company Administration, and Theater Production. Our Apprenticeship Program provides a unique combination of practical, work, and educational programs, each designed to further professional growth.

Our Apprentices join the program after gaining interest through practical experience or their academic studies. Our Apprenticeship Program is geared toward participants, ages 18 and over, who would like to continue to learn and grow in their chosen field. Apprentices work directly with noted professionals under the guidance of supervisors and staff from many of the top theaters, opera companies, and institutions in the nation. Apprentices are engaged for a period of 7 - 16 weeks, with some positions beginning in early May.

### APPRENTICESHIP APPLICATION INFORMATION/INSTRUCTIONS:

Application information will be posted at [www.glimmerglass.org](http://www.glimmerglass.org) starting on January 3, 2024. The application process will involve filling out an online Employment Application Form (EAF) and attaching **one PDF file containing a one page cover letter and a one page resume with references**. Some positions may require an additional portfolio attachment or link (preferred).

#### Cover letter

- One (1) page. Indicate earliest date available and latest departure date. Glimmerglass start dates are often more flexible than end dates. Applications that have start and end dates significantly outside of the dates provided below will not be considered.

#### Resume

- One (1) page. Include telephone number, e-mail address, education (post high school, if applicable), work and internship experience (with dates). Multiple single page resumes recommended when applying for multiple Apprenticeship positions.

#### References

- Provide contact information for three references. Indicate your relationship to each reference, their telephone numbers, and e-mail addresses. Applications listing "References upon request" will not be considered.

#### Portfolio

- Some positions (Costumes, Crafts, Design, Hair & Makeup, Paints, Photography, Props, Scenic Carpentry, or Technical Direction) may require examples of your previous work. Please include either a link to your digital portfolio/webpage or images with descriptions on additional pages at the end of your PDF submission. Online portfolio link is preferred.

For further information, email the Hiring Search Department at [hiring@glimmerglass.org](mailto:hiring@glimmerglass.org).  
No phone calls, please.

**Apprentices are compensated at a rate of \$15.00/hr and are eligible for overtime. Housing provided.**

The Apprenticeship Program is highly competitive; some positions are filled as early as the end of January. Early applications are encouraged. All positions in the Apprenticeship Program will be posted for two weeks prior to the start of the offer process and applications will be accepted until all positions are filled.

The Glimmerglass Festival  
7300 State Highway 80, Cooperstown, NY, 13326  
(607) 547-0700



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### ARTISTIC ADMINISTRATION

**Artistic Administration:** *2 positions.* Supervised by the Director of Artistic Administration and Artistic Operations Coordinator, apprentices will primarily assist in the clerical and operational duties supporting our Guest Artists, Young Artist Program (YAP), and Youth and Local Chorus. These positions work collaboratively with staff, artists, visiting industry professionals, and parents/guardians. Shared duties include: coordinating logistics for ancillary and off-site performances/events including the YAP Industry Auditions, liaising with industry professionals to book travel and process ticket requests, assisting with artistic planning, liaising with music staff, assisting the Director of Artistic Administration with artist relations duties, and managing wellness checks and backstage duty. Apprentices will be responsible for child wrangling and serve as the primary contact during the youth opera. Successful candidates possess a sound sense of judgment, strong organizational skills, initiative, remain composed under pressure, and an ability to multitask in a fast-paced environment. Strong editing skills and proficiency in Google and Microsoft Office suite are strongly recommended. Knowledge of opera or classical repertoire, and previous experience working with children is a plus. Driver's license with a clean driving record required. **May 28 – August 23.**

**Music Library:** *1 position.* Primary duties include: marking of piano/vocal (P/V) scores and orchestral parts for changes to cuts, and string bowings; notating changes using both hand and computerized engraving techniques, helping maintain collection of circulating P/Vs, arias, excerpts and anthologies. Position works closely with music librarian, and orchestra personnel. Candidates should be able to read a full score, be familiar with marking string bowings, have exceptional attention to detail, possess excellent penmanship, and be able to work independently. Driver's license with a clean driving record required. **May 28 – August 23.**

**Music Operations:** *2 positions.* Supervised by the Music Operations Manager, orchestra operations apprentices are primarily responsible for the set-up and tear-down of rehearsal rooms and the orchestra pit for every orchestral service. Guided by the collective bargaining agreement between AFM Local 443 and Glimmerglass, apprentices are also responsible for the secure transportation of instruments and strict adherence to all written company policies and CBA work rules. Attendance at all orchestra rehearsals and performances is required. General administrative and run-out performance duties within the artistic department may also be assigned. A background in music and/or music ensemble logistics is preferred. These positions work closely with orchestra members, conductors, and the stage operations team. Successful candidates will be highly organized, reliable, and have strong interpersonal skills. These positions require heavy lifting (+50 lbs.) and manual labor on a nearly daily basis, but they also require meticulous care to protect Glimmerglass and orchestra-owned instrumental assets. Work is scheduled primarily on weekends and evenings in the summer season specifically catered to the orchestra schedule. Driver's license with a clean driving record required. **June 3– August 23.**

### COMPANY ADMINISTRATION

**Box Office** *2 positions.* Assist with ticket sales, patron services, and preparation of income reports, as well as coordinating group activities. Successful candidates have excellent attention to detail, good organizational, communication and interpersonal skills, as well as computer literacy. Customer service skills are desirable. **June 10 – August 20.**

**Communications** *2 positions.* Work directly with the Director of Communications on marketing, communications, and publication relations activities, including (but not limited to) the preparation and development of press materials, working with members of the media and general public, and supporting the Audience Services/Press Desk at all performances, brainstorming and drafting social media content, drafting e-commerce copy, and assisting in the Gift Shop. Excellent writing and proofreading skills, strong research skills, and a congenial public manner appreciated. Experience with Adobe Creative Suite, Google Suite, Canva,

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Marketing/PR Automation and Email Software, and POS systems is helpful but not required. Moves equipment up to 25lbs. Driver's license with clean driving record preferred. **June 3 - Aug 23.**

**Company Management:** *5 positions.* Assist department responsible for the housing, transportation, and other practical concerns of singers, directors, designers and general personnel. This position will spend a majority of time in the field transporting staff and artists and responding to housing concerns and developments. Operates as part of a 9-person team, but will have many tasks that require independence. Will need to respond positively and tactfully to a variety of logistical arrangements. Problem solving skills, flexibility, and quick decision making is desired. Driver's license with a clean driving record required. **May 10 - August 26.**

**Development** *3 positions.* Assist with the administration and execution of summer fundraising projects and events, including: prospect research, analysis of prospective donors and the subsequent one-on-one engagement of selected patrons. Event planning, execution, and follow-up are major components of this Apprenticeship, including prospect identification, invitation tracking, set-up and logistics, and face-to-face, written, and phone communication with donors. Provide assistance with tickets and trip logistics for donors, and help with general development administration and long-range projects, such as the annual fund campaign and grant preparation. Successful Apprentices have excellent verbal and written communication skills, are flexible in a fast-paced environment, and work successfully as an individual and as part of a team. A musical background is not required, but knowledge of and appreciation for the arts is preferable. **Early June - late August.**

**Finance** *1 position.* Work with the Finance Manager to implement the policies and practices of financial management within a non-profit organization. Assist with accounts receivable and accounts payable. Analyze and reconcile Credit Card accounts. Work with Finance staff maintaining internal controls for point of sales systems. Work closely with our Box Office Department to balance and track revenue. Must be able to collect, evaluate, and interpret data, and be capable of maintaining records and documentation. Expertise in numbers and good math skills are very important. Some remote work is an option for the end of the apprenticeship. **May 1 - August 27, Additional Opportunity possible through September 30.**

**Front of House** *1 position.* Assist House Manager with management of theater and secondary venues to ensure audience comfort and safety. Assist with soliciting, scheduling and training volunteer ushers. Provide support to Box Office, Patron Services, Group Sales, and Events as needed. A successful candidate will have excellent communication and interpersonal skills. **Late May - late August.**

**General Management:** *2 positions.* Maintain, update, and digitally distribute the weekly event calendar. Coordinate catering services and rental equipment (tents, tables, chairs, linens). Oversee set-up and tear-down of event spaces. Provide oversight during events, resolving operational issues and addressing patron concerns. Manage Intermission Club events, ensuring smooth execution and guest satisfaction. Assist in Justice, Equity, Diversity, and Inclusion efforts and events. Contribute to "Front of House" activities, ensuring patron comfort and safety. Oversee on-site patron transport using golf carts. Assist with routine administrative duties, including filing, data entry, and scheduling. Weekends and evenings are required in accordance with the season production schedule. Qualifications include: Strong interpersonal and communication skills, with the ability to interact effectively with a diverse range of individuals. Excellent computer literacy, proficient in standard software applications (e.g., Google Suite). Ability to lift up to 25 lbs comfortably. Strong organizational skills and attention to detail. Flexibility and willingness to learn and adapt to new tasks. Driver's license with a clean record is a plus. **June 3 - August 23.**

## PRODUCTION

**Audio/Video Engineering** 2 positions. Assist with installation, use and maintenance of in-house audio & video monitoring/playback systems, a large wired and wireless intercom system and a computer-controlled projection system for projected titles. Completing pre-show checklists, troubleshooting equipment, fulfilling assigned run-crew duties, and helping to facilitate company concerts, lectures, and additional programming will be part of the daily responsibilities of this position. Experience with sound, video, intercom and computer systems desired; Previous experience with analog and digital sound systems, analog video, intercom, and QLab would be beneficial. **May 27 - August 24.**

**Costume Administration** 1 position. Assist Production Management in facilitating costume department accounting and reconciling all purchases/shipping/returns, distributing information to the Costume Shops, processing occasional fitting photos, purchasing and distribution of Costume Shop/Craft Shop supplies, as well as assisting in the execution of Orientations, Seminars, and Crew Meals. A working knowledge of computers and word/excel, some understanding of costume shop terminology, and experience in administrative organization are desired. Requires organizational, communication and interpersonal skills; Valid driver's license with clean record required. **May 13 - August 25.**

**Costume Crafts** 2 positions. Assist with craft work including dyeing, distressing, jewelry construction and modification, leatherwork, stitching, painting, dying, labeling, shoe/boot modification, fabric and garment aging, and millinery/footwear construction and modification of costumes for four productions. Requires theatrical sewing skills and skill in one or more crafts areas. Portfolio required. **May 20 - August 4** (1 position) **or August 18** (1 position).

**Costume Design** 1 position. Assist Costume Design teams during build, fitting set-up, and rehearsal process research and purchasing. Requires attention to detail and the ability to work as part of a collaborative team. Portfolio required. **May 27 - August 11.**

**Costume Stitcher** 4 positions. Assist with construction and/or alteration of costumes by hand and with machine for four productions while working on a team within the Costume Shop structure. Requires theatrical sewing skills and academic shop experience. Portfolio required. **June 3 - July 23** (2 positions) **or July 29** (2 positions).

**Dramaturgy/Titles** 1 position. Assist Dramaturgy/Titles team with creating research materials to support current and future festival seasons; program supertitles for all shows; call titles for rehearsals and performances. Successful candidates will read music well; possess typing, proofreading and organizational skills; demonstrate excellent attention to detail and professionalism. Opera knowledge is a plus. **June 3 - August 20.**

**Electrics** 3 positions. Assist with installing, circuiting and focusing 500+ unit plot; perform daily changeovers; run productions; and strike. Requires thorough experience with stage electrics. This is a large crew and a team-oriented attitude is essential. **May 20 - August 25.**

**Hair & Makeup** 2 positions. Assist with daily maintenance of wigs; pre-performance application of make-up, wigs and hairstyling for singers; and backstage quick changes. Ventilating experience necessary, and a congenial and artist-oriented personality is essential. A successful candidate will have broad knowledge and experience working with all hair types and skin tones, ventilating, foundation building, and show running experience. Portfolio required. **June 3 - Aug 21.**

**Lighting Supervision** 1 position. Will work closely with the Lighting Supervisors and Lighting Director to document, archive, and maintain 2 of 4 operas in repertory. In addition, will act as the second assistant on two operas. Must be familiar with Vectorworks, Lightwright, Microsoft excel, and basic electrician knowledge. **May 20 - August 20.**



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**Production Administration** 1 position. Assist Production Management and production department heads with office routines, scheduling, shopping, purchasing and budget tracking; provide staff support including safety program implementation, as well as assisting in the execution of Orientations, Seminars, and Crew Meals. Requires organizational, communication and interpersonal skills; basic knowledge of production procedures and terminology; computer literacy; and valid driver's license with a clean driving record. **May 6 – August 25.**

**Properties** 1 position. Assist with construction and procurement of props for mainstage productions and other events. Basic woodworking skills are required as well as skills in one or more of the following areas: sewing, soft goods, crafts, sculpting, painting or metal working. No run crew. Portfolio required. **May 6 – July 28.**

**Properties Paint** 1 position. Assist with the painting of props for mainstage productions and other events. May assist the scenic artists at times. Requires the ability to replicate scenic treatments through instruction from the Scenic Charge and/or references from designers. No run crew. Portfolio required. **May 6 – August 11.**

**Rigging** 1 position. Assist rigging staff with construction and modifications to flying scenery; installation of rigging systems for scenery and lighting equipment; electrics load-ins and rigging notes. No run crew. Requires the ability to read drawings, good metal fabrication skills and basic knowledge of single purchase counterweight systems. Basic MIG welding experience preferred. **May 6 – July 28.**

**Scenic Carpentry** 1 position. Assist carpentry with construction and modifications to scenery; initial install of scenery; load-ins and some changeovers. No run crew. Requires the ability to read drawings, good stage carpentry skills in both wood and metal, and basic knowledge of single purchase counterweight systems. MIG welding experience required. **May 6 – August 25.**

**Scene Design** 1 position. Assist scenic designers during the technical rehearsal process with notes, research and drafting. Also assist in prop or paint shops as needed. Requires attention to detail and the ability to work as part of a collaborative team. Photoshop skills are desirable. Portfolio required. **May 20 – August 11.**

**Scenic Painting** 2 positions. Assist with painting hard and soft scenery, prop painting and touch-ups. A strong foundation in drawing, color mixing, and teamwork is required. No run crew. Portfolio required. **May 13 – July 28 (1 position) or August 11 (1 position).**

**Stage Management** 2 positions. Assist stage management team with prep and running rehearsals of four productions; run rehearsals and performances for ancillary shows and concerts as assigned. Requires organizational, communication and interpersonal skills, ability to read music, and stage management experience on the academic level with a preference for those with an interest in opera. **May 27 – August 20.**

**Stage Operations** 4 positions. Assist with the install of repertory scenery; run deck, rail and properties; perform daily scenery changeovers; install and maintain rehearsal scenery and properties; and strike scenery at the end of the season. Basic familiarity with stage procedures is ideal. The position is an excellent introduction to most aspects of production. This is a large crew and a team-oriented attitude is essential. **May 13 – August 25.**

**Technical Direction** 1 position. Assist Technical Director and ATDs with shop management, drafting, budgeting and technical rehearsal supervision. AUTOCAD experience required. 3D preferred. Knowledge of Microsoft office is required. **May 6 – August 25.**

**Wardrobe** 3 positions. Assist in maintaining large repertory costume inventory, dressing principals and chorus, and backstage quick changes. Apprentice's also are given the opportunity to work in costume shop



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and/or crafts shop for the first weeks of the contract period and need basic theatrical sewing skills. A congenial and artist-oriented personality is essential. **June 17 - August 25.**